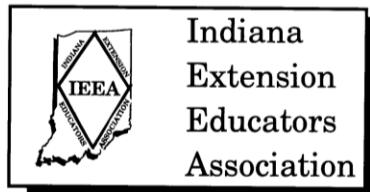


# IEEA



# HANDBOOK



*Revised 11/2018*

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## YEARLY ACTIVITIES

	Nominating Committee every year	Revise Constitution every other year	Treasurer 2-year appointment	4-H Foundation 2-year appointment	Spring Conference site
2018	Ch - HHS	X	2017-2018	2017-2018	Swan Lake Resort
2019	Ch - Youth		2017-2018	2017-2018	
2020	Ch - ANR	X	2018-2019	2018-2019	
2021	Ch - CD		2018-2019	2018-2019	
2022	Ch - CWC	X	2019-2020	2019-2020	
2023	Ch - HHS		2019-2020	2019-2020	
2024	Ch - Youth	X	2020-2021	2020-2021	
2025	Ch - ANR		2020-2021	2020-2021	
2026	Ch - CD	X	2021-2022	2021-2022	
2027	Ch - CWC		2021-2022 Appointment at Annual Conference	2021-2022 Appointment at Annual Conference	
	2 members from Ag, ECD, HHS, Youth plus past president. Chairmanship alternates between sections.	Past president is chair. Committee of 3-5 members appointed by president.	Board of directors select treasurer at PDC in even numbered years. Office begins January 1. May hold two 2-year terms	Board of directors vote on representative at PDC in even numbered years.	Secretary proposes sites the year he or she is secretary. Board votes on final site at Aug/Sept board meeting.

# INDIANA EXTENSION EDUCATORS ASSOCIATION PAST PRESIDENTS

- 1924 T. C. Cravens, Martinsville
- 1925 C. A. Jackson
- 1926 Myron Cromer, Muncie
- 1927 B. V. Widney, Columbia City
- 1928 E. C. Bird
- 1929 H. E. Abbott
- 1930 E. L. Hawk
- 1931 Scott W. Milligan, Richmond
- 1932 O. W. Mansfield, West Lafayette
- 1933 John Hull, Patoka
- 1934 M. K. Detrick and H. R. Royce (acting)
- 1935 Stewart Leaming
- 1936 H. L. Royce
- 1937 Warren O'Hara
- 1938 S. B. Pershing, Lafayette
- 1939 O. B. Riggs, Sullivan
- 1940 W. K. Delaplane, Wabash
- 1941 W. G. Smith
- 1942 E. F. Brown
- 1943 C. V. Kimmel
- 1944 Jesse Wood, Shoals
- 1945 A. J. Hesler
- 1946 Corry Alcorn, Bloomington
- 1947 A. M. Bishea, Evansville
- 1948 Walter C. Haynes, Anderson
- 1949 Walter Rusk
- 1950 Everett Hartman, La Porte
- 1951 Maurice Goode, Noblesville
- 1952 M. J. Huxley
- 1953 W. J. Emerson, Monticello
- 1954 John Armstrong
- 1955 Kenneth W. Harris, Greencastle
- 1956 Guy T. Harris, Terre Haute
- 1957 Roscoe Stangland, Goshen
- 1958 M. A. Nye, Valparaiso
- 1959 S. B. Scott, Franklin
- 1960 Lewis Cooper, Cannelton
- 1961 Joe C. Carroll, Crawfordsville
- 1962 Earl Kumpf, Washington
- 1963 Billy Beach, Vincennes

1964	Herald Rippey, Rome City
1965	Paul Jackson, Greencastle
1966	A. D. Luers, Crown Point
1967	O. K. Anderson, Vincennes
1968	Walter Clary, Tipton
1969	Donald Frantz, Warsaw
1970	Paul Raver, Kokomo
1971	Janice Breiner, Poseyville
1972	John Connelly, Richmond
1973	Edward A. Ragsdale, West Lafayette
1974	Donald F. Clayton, La Porte
1974	Hiram Wallace, New Albany
1974	Arthur Redinger, Liberty
1975	Leo Seltzneright, Goshen
1976	Frank Schuler, New Castle
1977	Joanne King, Arcadia
1978	Mark Merkel, Geneva
1979	Mary Schuman, Indianapolis
1980	Paul Wharton, South Bend
1981	A. B. "Duke" Scaglia, Lafayette
1982	Evelyn Adams, Tobinsport
1983	Dick Rusk, Logansport
1984	John Keller
1985	Scott Rumble, Lafayette
1986	Neb Kalb, Indianapolis
1987	Cathy Seymour, Albion
1988	Ed Pollock
1989	Dean Jones, Crown Point
1990	Carolyn Gordon, Brownstown
1991	Lonnie Mason, Madison
1992	Gary Emsweller, Danville
1993	John Keeton, Vevay
1994	Tom Hampton, South Bend
1995	Nancy Schuman, Franklin
1996	Janet Boston, Lafayette, IN
1997	Ralph Booker, Plymouth
1998	Maureen Cook, Peru
1999	Val Slack, Columbia City
2000	Carol Turner, Terre Haute
2001	Mike Ferree, Columbus
2002	Jeff Holland, Bloomington
2003	Janet Allen, Shelbyville
2004	Jerry Nelson, Knox County
2005	Phil Sutton, St. Joseph County
2006	Mary Ann Lienhart-Cross, Elkhart County
2007	Jim Peter, Dubois County

2008	Cindy Barnett, Whitley County
2009	Doug Keenan, Noble County
2010	Lori Bouslog, Sullivan County
2011	Gary Horner, Miami County
2012	Edie Sutton, St. Joseph County
2013	Jonathan Ferris, Henry County
2014	Kelly Pearson, Warren County
2015	Gary Simmons, Madison County
2016	Jim Luzar, Parke County
2017	Scott Gabbard, Shelby County
2018	George Okantey, Marion County
2019	Brian Overstreet, Jasper County
2020	Annetta Jones, Porter County

**IEEA TRAVEL EXPENSE VOUCHER FOR REGIONAL  
& NATIONAL MEETINGS AND OTHER CONFERENCES**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Purpose of trip (please give committee or section you represented):  
\_\_\_\_\_  
\_\_\_\_\_

Place & Date of Conference: \_\_\_\_\_

Please list expenses below:

<b>DATE</b>	<b>MEALS</b>	<b>LODGING*</b>	<b>TRAVEL*</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>TOTALS</b>	_____	_____	_____

\*Travel & Lodging (please enclose a copy of your receipt)

\*Hospitality Expenses

1. Regional hospitality expense..... \_\_\_\_\_
2. Recognition of DSA's or other award winners..... \_\_\_\_\_
3. Refreshment or meal expenses for delegates or award winners..... \_\_\_\_\_
4. State exchange items to be used by delegates..... \_\_\_\_\_
5. Other..... \_\_\_\_\_

Total..... \_\_\_\_\_

\*Please identify any items that are unusual and should be covered:  
\_\_\_\_\_  
\_\_\_\_\_

GRAND TOTAL \_\_\_\_\_

## **Public Issues Leadership Development Conference (PILD)**

PILD is an opportunity for professional development in the public issues arena. The conference also provides educators, volunteers, and administrators the unique opportunity to interact with federal decision makers. This three-day conference is held in April, in the Washington, D.C. area. A delegation of seven may represent Purdue Extension.

Those representing Purdue Extension may include: PUCESA president, a representative from ESP, and five from IEEA (IEEA president, HHS Section vice president, ANR vice president, 4-H Youth vice president, and CD vice president). NEA4-HA pays registration fee for one 4-H Youth representative. NEAFCS offers a \$250 scholarship, on a first come, first served basis, with preference given to first-timers. Money is allocated in the IEEA budget and the director of Extension may offer financial assistance.

The IEEA president is responsible for coordinating the group. The IEEA president should ask the director if he or she is willing to help support the group financially. The delegation should meet in January to discuss registration, housing, and transportation. Delegation expenses are limited by the current budget.

If an Educator wants to pay their own registration fee and/or make their own flight arrangements, and then ask for reimbursement, that is their option. No matter who is paying, a Concur Travel Request must be completed prior to travel, and an IEEA Travel Expense Voucher and Concur Report submitted to the IEEA treasurer for reimbursement.

Prior to the conference, the delegation will meet with the director of Extension and the dean of Agriculture to discuss what message Purdue Extension needs to carry to our federal legislators. The director's secretary will coordinate this meeting.

While in Washington, D.C., each Educator should try to meet with their individual Congressman, and the group should try to meet with our two Senators. Each Educator may want to put together a packet of information to share with their Congressman. In order to share your story, you may want to include copies of: annual meeting report, impact statements, newsletter, flyers of programs, pen, notepad, etc. The director and dean may also request materials to be added to the packets. The IEEA president should make the arrangements to meet with the Senators and put together their packets of information.

Thank you notes should be sent to all legislators who were visited and to sponsors. At the next gathering of IEEA, each representative should give a report to their respective section/organization.

Information about PILD can be found at: <https://jcep.org/public-issues-leadership-development-conference>

## **JCEP Leadership Conference**

Joint Council of Extension Professionals (JCEP) holds an annual leadership conference usually lasting two or three days in February. The purpose of this conference is to provide training for association officers and members, conduct association business, provide leadership development training, provide networking opportunities for associations and states, and provide educational workshops focusing on the theme of the conference. The hosting national organization rotates every year, and the location of the workshop rotates biannually.

One IEEA officer (vice president or assigned officer) can attend each conference (PILD/JCEP) and receive reimbursement equal to the budget amount for section representatives. IEEA is represented by: two each from HHS and 4-H Youth, and one each from ANR and CD. IEEA allocates dollars for one from each section. NEAFCS and NEA4-HA also pay for one representative as their budget allows. Each section is responsible for selecting/electing their representative; however, the president and/or vice president are usually the representative(s). ESP may also send two representatives.

The group should meet late December/early January to discuss registration, housing, and transportation. A Concur Travel Request must be completed prior to travel. Dollars are allocated in the IEEA budget to help cover expenses. Upon return, expenses should be submitted to the IEEA treasurer for reimbursement. The appropriate form is located in the IEEA Handbook.

Thank you notes should be sent to sponsors. At the next gathering of IEEA, each representative should give a report to their respective section.

Information about the JCEP Leadership Conference can be found at: <http://www.jcep.org>

## **IEEA EXECUTIVE COMMITTEE MEMBERS**

President

Vice President

Treasurer

Secretary

Past President

ANR Section President

HHS Section President

4-H Youth Section President

CD Section President

CWC Section President

## **IEEA EXECUTIVE COMMITTEE RESPONSIBILITIES**

- Executive committee meetings are held monthly. The IEEA president should send out the agenda prior to the meeting.
- The director should be notified of the meetings. He or she may or may not choose to participate.
- Each member of the committee should report at each meeting.
- Professional Development Conference (PDC). The committee will meet the day prior to PDC with the chair of the Membership Development (MD) Committee. Last minute details are finalized.
- Spring Conference: The Executive Committee will meet in January at the Spring Conference site, if necessary, to make final plans. The Executive Committee is responsible for planning the entire program for Spring Conference. Spring Conference should be self-supporting from registrations. The director may offer financial support. CES administration should be invited to participate. The Executive Committee members will host the meals, serve as ticket takers, and prepare and provide all written materials. All monies are handled by the IEEA treasurer for Spring Conference. MD Committee members will work the registration desk if requested.
- IEEA officers' terms begin immediately following PDC, except the treasurer whose term begins January 1.

## IEEA BOARD OF DIRECTORS

The IEEA Board of Directors consists of the following: president, vice president, secretary, treasurer, past president, section presidents, two directors from each area, and all committee chairs. The 4-H Foundation representative, ESP president, APSAC representative, and PUCESA president are also invited to attend but are not voting members.

The board of directors will meet approximately five times a year: January, Spring Conference in April, June, August/September and PDC in the fall. The president will email an agenda prior to each meeting. All members of the board should be prepared to give a report, both verbally at the meeting and in writing to the secretary.

**Area Directors:** Two Educators should represent each area. Each Educator serves a two-year term and those terms rotate; therefore, each area will have a junior (serving their first year of a two-year term) director, and a senior (serving their second year of a two-year term) director. New directors should be elected prior to September 1.

The directors are responsible for filling all IEEA committee positions. Each committee should have two members from each area, except Budget Committee and it has one Educator per area. Each Educator serves a two-year term and those terms rotate. Therefore, each area will have a junior committee member serving their first year of a two-year term, and a senior committee member serving their second year of a two-year term. Committee member names should be sent to the vice president by September 1.

Directors should remind members of dues, payment methods, and due dates. They are responsible for conducting IEEA business in their area. Additionally, they should attend all board of directors meetings and be prepared to give a verbal report and send a written copy to the secretary.

**Committee Chairs:** Committee officers should be elected before or at a committee meeting at PDC, and they begin their term immediately following PDC. Most committees request a four-year officer commitment – chair, vice chair, secretary, and then advisor.

Chairs are responsible for meeting with their committee as needed to fulfill responsibilities. They should attend all board of directors meetings and be prepared to give a verbal report and send a written copy to the secretary. Committee chairs should bring items to be voted on to the board of directors for discussion and then the chairs are responsible for sharing the discussion/decision with their committee. Verbal and written reports will also be requested at IEEA general sessions.

The 4-H Foundation representative, ESP president, APSAC representative, and PUCESA president will be invited to all board of directors meetings. They will be asked to give a report at board of directors meetings as well as IEEA general sessions. A written copy of their report should also be sent to the IEEA secretary.

## **IEEA President's Responsibilities**

### **Executive Committee Meetings**

- Schedule monthly executive committee meetings. Schedule special meetings as needed.
- Email meeting notices to executive committee.
- Plan and send agenda in advance of meetings.

### **Board of Directors Meetings**

- Schedule board meetings for January, Spring Conference, June, August/September, and PDC.
- Plan and send agenda in advance of meetings.
- Email meeting notices to board members.
- Invite PUCESA president, ESP president, APSAC representative, and Indiana 4-H Foundation representative to meetings and put on agenda.
- Notify the director of Extension about dates of board meetings and contact before each meeting to invite him or her to the meeting. Contact the assistant director's secretary to schedule rooms for meetings on campus if necessary.

### **Spring Conference**

- Contact hotel, if necessary, to set date to meet at hotel to plan Spring Conference. (Planning meeting typically held in late February/March).
- Planning meeting: plan menus, set registration fee, select any program speakers, contact speaker. Work with the committee to plan breakout sessions and acquire speakers.
- During Spring Conference: section presidents rotate hosting meals and presiding over meetings.
- Contact 4-H Foundation or work with the 4-H Foundation representative to see if they want to sponsor the first afternoon refreshment break.
- Email letter to all IEEA members and Purdue Extension Administration about Spring Conference. Include letter, registration form, map, and hotel reservation information.
- Send or email same letter to retired life-members.
- Put article in the Purdue Extension E-News Blog about Spring Conference.
- Email reminder about reservation deadline closer to due date.
- Contact Extension director to confirm when he or she will be on program.
- Conduct board meetings and general session meetings (president, vice president, secretary, treasurer, and past president seated at head table).
- Attend New Educator Breakfast or Luncheon.

## **PDC**

- Email all Educators about PDC.
- Conduct board meeting and general session meeting.
- Arrange with MD chair to sign award certificates before PDC.
- At first evening banquet – will be asked to introduce some of the guests and announce IEEA award winners. Director or assistant director will provide this information.
- Possibly at last day lunch – assist with IEEA tenure recognition and possibly be emcee or lead group in appropriate reflection.
- Director or assistant director gives president complete itinerary for awards banquet.
- Attend New Educator Breakfast or Luncheon.

## **PILD Conference**

- Attend PILD Conference.
- Organize delegation going to PILD. Contact section presidents to get names of delegates.
- Coordinate delegates contact (check which delegate has strongest contact with Senators' office), and set up appointments to visit as a group.
- Communicate with dean and director about message to be conveyed.

## **Other Items**

- Update list of board members for stationery. Email to board and executive committee, and place on IEEA website.
- Organize the group attending JCEP Leadership Conference.
- Attend New Educator Training. Check with the assistant director for dates. Check with Mentorship Committee for handouts.
- Make sure IEEA Nominating Committee functions. Get folder passed onto new chair. Check with immediate past president.
- Check IEEA yearly activities schedule as to what is to be done in your year as president (e.g., constitution revision, appointment of IEEA treasurer, 4-H Foundation representative, etc.).
- Attend the State Fair Extension Picnic.

## **IEEA Vice President's Responsibilities**

- Attend IEEA Executive Board of Directors and association meetings. Make notes to help you plan for your term as president.
- Serve as liaison to MD Committee and attend meetings. Get input about PDC from Executive Committee at its first meeting following Professional Development Conference.
- Substitute for president when he or she is unable to attend a meeting or event.
- Work with area directors to coordinate and complete the final listing of committee assignments. Post on IEEA website.
- Attend the New Educator event with the other officers during Professional Development Conference.
- Report to association at spring and fall meetings about Spring Conference.
- Present past presidents plaque (provided by the Awards Committee) to outgoing president at last business meeting of Professional Development Conference.
- Give a short acceptance speech at last business meeting when taking over as president.
- Make arrangements with Agricultural Communications for a picture of the officers to be taken after last business meeting. This is usually done during the final luncheon
- At last board meeting of PDC, ask for two names from each section to serve on the Nominating Committee.
- Announce date of first executive committee meeting following PDC at the last board meeting of conference.
- Meet with Liaison Committee - IEEA - PUCESA - ESP – APSAC.
- Assist president as needed.
- Update IEEA Handbook and post on IEEA website.
- Attend JCEP Leadership Conference.
- Organize JCEP State's Night Out.
- Work with the Emerging Opportunity Committee to keep the website updated and social media active.

## **IEEA Secretary's Responsibilities**

- Take minutes at all executive committee meetings, board of directors meetings, and association meetings. Email copies of minutes to the board members and association members.
- Place minutes in IEEA T drive folder.
- Attend the New Educator event with the other officers at Professional Development Conference.
- Contact potential sites for Spring Conference to be held the year you will be president. Have information on each site for the September board meeting so the board of directors can vote on the location.
- Give report on the upcoming Spring Conference at both PDC and Spring Conference.
- Assist other officers as needed.
- Minutes must be signed by the IEEA president and secretary after they have been approved.

## **IEEA Treasurer's Responsibilities**

### **First Quarter (January 1 - March 31)**

- Prepare summary for previous year, including a five-year comparison of the Summary on front page.
- Review NAE4-HA membership list with 4-H Section officers.
- Submit payment for NAE4-HA dues by January 31.
- Prepare for audit:
  - Review all deposits and check stubs to reconcile with year-end bank statement.
  - Prepare folder with bank statements (January – December).
  - Prepare folder with all expenses marked with date, check number, and amount if different than the amount indicated to be paid.
- Pay expenses as needed.
- Post checks, deposits, and interest accumulations on financial software program.
- Make deposits in a timely manner.
- Begin collecting Spring Conference registration fees in March. Coordinate with Membership and Executive Committee.

### **Second Quarter (April 1 - June 30)**

- Continue collecting Spring Conference registration fees:
  - Organize Spring Conference registrations alphabetically and sort into four folders.
  - Return registration forms to registrants at check-in. Collect any funds not paid.
  - Make list of all Educators with information on payment, meals, etc. This helps Conference Committee at check-in.
  - Provide tickets for meals with assistance of Membership Committee.
- Meet with Resources Committee at Spring Conference to complete financial audit of IEEA bank accounts for previous year.
- Prepare first quarter summary.
- Email previous year financial summary and first quarter summary to Extension field staff and NEP coordinator lists prior to Spring Conference.
- Pay expenses as needed.
- Post checks, deposits, and interest accumulations on financial software program.
- Make deposits in a timely manner.
- File federal and state tax documents by May 15.

### Third Quarter (July 1 - September 30)

- Prepare second quarter summary.
- Pay expenses as needed.
- Post checks, deposits, and interest accumulations on financial software program.
- Make deposits in a timely manner.
- Update IEEA professional association dues statement and submission form to reflect current national association dues.
- Email dues submission form to Extension field staff and NEP coordinators list by September 15. Include explanation regarding payment process using county 310 account funds.

### Fourth Quarter (October 1 - December 31)

- Prepare third quarter summary.
- Pay expenses as needed.
- Post checks, deposits, and interest accumulations on financial software program.
- Collect dues for IEEA and national associations.
- Make deposits in a timely manner.
- Prepare IEEA budget in advance of PDC and review with Resources Committee and IEEA Board of Directors.
- Email proposed IEEA budget and third quarter summary to Extension field staff and NEP coordinators list prior to PDC.
- Pick up new signature card at PEFCU for new president to sign at PDC. Remove signature of past president.
- Follow up with CEDs from county Extension offices that have not paid dues by November 30.
- Review national membership lists with CD, ANR, and HHS Section officers. Review 4-H membership list by early January with 4-H Section officers.
- Pay NACDEP, NACAA, and NEAFCS dues in advance of December 31 due date. NAE4-HA due date is January 31.

### Other

- Renew CD as necessary

*Updated by Ed Farris, IEEA Treasurer – March 2018*

## What is PILD?

The PILD Conference is sponsored by the Joint Council of Extension Professionals (JCEP) as a Professional Development opportunity for the members of the seven-member organizations of JCEP. The member organizations include: the Association of Natural Resource Extension Professionals (ANREP), Epsilon Sigma Phi (ESP), the National Association of County Agricultural Agents (NACAA), the National Association of Community Development Extension Professionals (NACDEP), the National Association of Extension 4-H Agents (NAE4-HA), the National Association of Extension Program & Staff Development (NAEPSDP), and the National Extension Association of Family and Consumer Sciences.

### Mission:

- Provide leadership and advocacy skills to affect public issues.

### Objectives:

- Broaden understanding of public policy issues that impact Extension and Extension clientele.
- Learn how the changing political environment affects support for Extension.
- Enhance advocacy and public policy education skills. Increase knowledge and effectiveness in working in local political arena.
- Build political and public education support through consistent and targeted communication with decision-makers.
- Strengthen existing partners and explore new linkages with local, state, and federal partners.

### Benefits:

- Opportunity to experience the political and legislative world of our nation's capital.
- Learn about the federal structure that supports Extension.
- Opportunity to share your personal story with members of congress and staff.



## INEAFCS OFFICERS' RESPONSIBILITIES

### Professional Development Conference

#### **President**

HHS Section president presiding at PDC also presides at NEAFCS Conference during the same year.

#### PDC when newly elected

- Send list of officers and committee chairs to NEAFCS regional director on form provided by regional director on NEAFCS website. Submit State Affiliate Report to regional director.
- Schedule INEAFCS Executive Committee meetings.
- Distribute INEAFCS Committee list, with chairs designated, for upcoming year.
- Send list of officers and committee members to IEEA webmaster to be posted on the website.
- Send thank you note to state program leader for giving of his or her time to speak at the HHS Section meeting.

#### Prior to PDC during year in which presiding

- Invite the State HHS program leader, with early written invitation, to speak at the HHS Section meeting.
- Distribute agenda via email.
- Contact committee chairs and officers so they will be prepared to give reports and to have a written copy of report to share with secretary.
- Provide agendas and other appropriate handouts from regional meeting or NEAFCS.
- Invite Monhaut Zmola Award winner to give report.
- Update files in HHS Section president binder/files found on the T drive:
  - DSA and CE winner lists
  - State president's list
  - Minutes from regional and national meetings
- Have HHS president binder/files in order and ready to give to incoming president.

#### At PDC during year in which presiding

- Attend IEEA Executive Board and Board of Directors meetings.
- Be prepared to give section report at each IEEA board meeting and general session. Preside at one session. Sit at head table for most meals.
- Have agendas available at HHS Section meeting.
- Preside over the HHS Section meeting.
- Present gavel to incoming president.

## **Vice President**

### Prior to Professional Development Conference

- Check with the IEEA Awards Committee chair to make sure they are ordering the plaque to give to the outgoing president.

### At Professional Development Conference

- Assist the president with setting up for the meeting. There may be several items to distribute.
- Have committee sign-up forms to pass around at HHS Section meeting so you can assemble your committees when you become president.
- Pick up the plaque to give to the outgoing president. You will need to get this from the IEEA Awards Committee.
- Accept the gavel from the president, and be prepared to make a few comments. Some president-elects have set goals for the coming year.
- After accepting gavel, you will get your picture taken at PDC immediately following the closing banquet as a member of the new IEEA Executive Committee.

## **Secretary**

### Prior to Professional Development Conference

- Have minutes of Spring Conference ready to read. Email them to HHS Educators prior to the conference.

### At Professional Development Conference

- Take minutes of HHS Section meeting.

### After Professional Development Conference

- Make sure member renewal information is submitted to NEAFCS. Obtain paid members list from IEEA treasurer for NEAFCS. IEEA treasurer will send membership information to national office.
- Send minutes electronically to HHS Educators and post to IEEA T drive folder.
- Send minutes to IEEA webmaster (vice president) to be posted on the IEEA website.

## **National Meeting**

### **President**

- Ask committee chairs to attend task force meetings. If chair is unable to attend, appoint another member.
- Inform all members attending of registration deadlines, meeting times and dates, and responsibilities.
- Inform voting delegates of responsibilities, meeting dates, times and places.
- Be prepared to report at the regional meeting: number in attendance (members, guests, and first timers), total number of state members, and introduce special guests (such as HHS program leader).
- Coordinate group and award pictures with NEAFCS photographer. You can submit them for the E-News Blog with short summary of conference.

- Give award winners and INEAFCS officers state reimbursement forms, or inform state IEEA treasurer who is to receive the forms. DSA & Continuing Excellence winners receive \$100 reimbursement. Delegates are reimbursed only for the amount designated by IEEA.

### Gifts

- Check with IEEA treasurer and State HHS president to find out how much money you have available to use for gifts/corsages/meals for award winners.
- Purchase gifts for two Distinguished Service Award winners and have been engraved.
- Purchase gifts for two Continued Excellence Award winners (suggested: engraved business card holders or desk clock).
- Check with HHS Section Award chair to see how many DSA and Continuing Excellence winners there are to determine the number of gifts to purchase. Take gifts to NEAFCS.
- Present gifts at State's Night Out.
- If budget allows, purchase corsages from Tennessee affiliate prior to NEAFCS for award winners.
- If budget allows, option to pay for winners' dinners at State's Night Out.

\*\*New HHS Section officers begin after the national meeting.

### **Vice President**

- Attend business meeting if you are a voting delegate.
- Plan State's Night Out and invite appropriate guests. Share details about State's Night Out with Educators and retirees attending NEAFCS annual meeting (place, cost, time, dress, travel arrangements, etc.).

### **Secretary**

- Attend business meeting if you are a voting delegate.

### **February**

#### **President**

- Make sure HHS secretary has information about PILD. Arrangements will be made through the director's office for travel. HHS secretary will have to pay conference registration and be reimbursed. NEAFCS offers scholarships the member can apply for.

#### **Vice President**

- Attend JCEP Leadership Conference.
- Turn in reimbursement forms to IEEA treasurer (reimbursement only for amount designated by IEEA).

#### **Secretary**

- Attend PILD.

## **Spring Conference**

### **President**

#### Prior to Spring Conference

- Invite the state HHS program leader, with early written invitation, to speak at the HHS Section meeting.
- Distribute agenda via email.
- Contact committee chairs and officers so they will be prepared to give reports and to have a written copy to share with secretary.
- Provide agendas and other appropriate handouts from regional meeting or NEAFCS.
- Have Nominating Committee (chaired by past HHS president) secure nominees for HHS Section secretary election.
- Secure promotional materials about National Conference.

#### At Spring Conference

- Attend the IEEA Executive Committee and board meetings.
- Be prepared to give section report at each IEEA board meeting and general session. Preside at one session. Sit at head table for most meals.
- Have agendas available at HHS Section meeting.
- Preside over the HHS Section meeting.
- Hold elections for HHS Section incoming secretary. Will start tenure following the upcoming PDC.

#### After Spring Conference

- Send thank you note to state program leader for giving of his or her time to speak at the HHS Section meeting.

### **Vice President**

#### At Spring Conference

- Give presentation about upcoming NEAFCS annual meeting and send around a list to see who is interested in attending.

#### After Spring Conference

- Begin arrangements for State's Night Out at National Conference.

### **Secretary**

#### Prior to Spring Conference

- Have minutes of PDC ready to read. Email them to HHS Educators prior to the conference.

#### At Spring Conference

- Take minutes of HHS Section meeting.

#### After Spring Conference

- Send minutes electronically to HHS Educators.
- Send minutes to IEEA webmaster to be posted on their website.

## **Miscellaneous**

### **President**

- Attend IEEA
- Board of Directors and Executive Committee meetings as scheduled either via WebEx or in person.
- Serve on Nominating Committee for IEEA secretary (past and current president from HHS Section; names to be given to the immediate IEEA past president).
- Update and mail name and address changes to the national office. Contact as needed.
- When new HHS Educators are hired, send them a letter or call and invite them to join NEAFCS.

*Updated (01/08) (12/17) (3/18)*



## **Indiana 4-H Youth Development Section Officers' Responsibilities Suggested Timeline**

### **OCTOBER/NOVEMBER Before National Conference**

#### **President**

- Send reminder to Area 4-H Youth Development Section chairs for silent auctions items for state basket for North Central Regional Breakfast.
- Submit memoriam information for National Conference.
- If the section would like to request an NAE4-HA regional director visit in the spring, a request should be made now.

#### **Vice President**

- Coordinate State's Night Out.
- Collect RSVPs and payment for those attending State's Night Out.
- Pay for MSA, DSA, ASA, and 25-Year Award winners' dinners (add cost to other attendees' dinners).
- Invite American Income Life, 4-H program leader, Extension director, Indiana 4-H Foundation executive director, and any other special guests to State's Night Out.
- Purchase gifts for MSA, DSA, ASA and 25-Year Award winners (reimbursed from IEEA treasurer).

#### **Secretary**

- Secure and coordinate hospitality room and purchase supplies (non-alcoholic beverages, snacks, paper products). \$125 is reimbursable from IEEA. Contact IEEA treasurer.

#### **Past President**

- Provide IEEA reimbursement forms to MSA, DSA, and ASA winners who attend National Conference (\$100 reimbursement). Forms cannot be submitted until after conference.

### **At National Conference**

#### **President**

- Attend Regional Officers' meeting.
- Coordinate group photo and award winners' photos and submit to Extension communications coordinator.

#### Vice President

- Attend Regional Officers' meeting.
- Assist other officers as needed.

#### Secretary

- Attend Regional Officers' meeting if elected prior to conference.
- Remind conference attendees of Hospitality Room and hours.
- Assist other officers as needed.

### After National Conference

#### All Officers

- Request \$500 reimbursement from IEEA treasurer after conference.

### PDC

#### President

- Contact representatives to provide reports on Mission Areas and Task Force Committees as needed before PDC. In addition, contact North Central region director for updates and report when needed.
- Preside over 4-H Youth Development Section meeting.

#### Vice President

- Report on importance of membership in IEEA and NAE4-HA.
- Chair meeting of staff going to National Conference (or at Fall State 4-H Youth Development staff update).
- Present Successful Program Awards.

#### Secretary

- Have minutes of Spring Conference ready to read.
- Take minutes of 4-H Youth Development Section meeting.
- Assist vice president with Successful Program Awards as needed.

New 4-H Youth Development Section officers installed after conclusion of the 4-H Youth Development Section meeting at PDC.

## **DECEMBER**

#### President

- Meet with the IEEA Executive Committee.

#### Vice President

- Complete minutes from the Annual Purdue Extension PDC and send to membership via computer email or letter.
- Contact State 4-H Department by letter to encourage payment of NAE4-HA dues by early December.

- Contact retirees about life membership in NAE4-HA.
- Remind members to renew NAE4-HA membership. Work with IEEA treasurer to complete membership requirements. *Complete prior to January 31.*
- Ask IEEA treasurer for two checks, one to NAE4-HA for dues (mailed to NAE4-HA treasurer) and one to NAE4-HA North Central Region Fund for hospitality (\$1.00 per member and mailed to North Central region director).

## **JANUARY**

### President

- Participate in IEEA board meeting.
- Select Nominating Committees for 4-H Youth Development Section secretary (committee of three) and IEEA secretary (two from 4-H Youth Development Section; names to be given to the immediate IEEA past president).

### Vice President

- Contact award sponsors (State 4-H program leader and the Indiana 4-H Foundation) requesting their continued support for 4-H Awards presented at PDC.

### Past President

- Chair Nominating Committee for 4-H Youth Development Section secretary (work with president to select two 4-H Youth Development Educators to serve on Nominating Committee).
- Serve on IEEA Nominating Committee for secretary (along with one additional 4-H Youth Development Educator to be selected by the president).

## **FEBRUARY**

### President and Vice President

- Attend JCEP Leadership Development Conference (president's expense paid by NAE4-HA; vice president's by IEEA).

## **MARCH/APRIL**

### President

- Consult with officers to prepare agenda for Spring Conference.
- Ask State 4-H Leader and Indiana 4-H Foundation executive director to make remarks at 4-H Youth Development Section meeting.
- Contact representatives to provide reports on Mission Areas and Task Force Committees as needed at Spring Conference. In addition, contact North Central region director for updates and report when needed.

### Vice President

- Give membership report at Spring Conference.
- Secure promotional materials for National Conference.
- Send out information on Successful Program Awards applications.
- Start on National Conference details; determine who is planning to attend, transportation, displays, potential elections, etc.

- Begin arrangements for State's Night Out at National Conference or appoint someone to arrange.
- If finances and schedule permit, arrange for cake and punch for award winners at end of 4-H Youth Development Section meeting at Spring Conference.

#### **Secretary**

- Represent the 4-H Youth Development Section at the PILD in Washington, D. C. IEEA Reimbursement Form available in IEEA Handbook; submit to IEEA treasurer.

#### **MAY**

##### **President**

- If the section would like to request an NAE4-HA regional director visit in the fall, a request should be made now.

#### **JUNE**

##### **President**

- Attend IEEA board meeting.

#### **AUGUST**

##### **President**

- Attend IEEA board meeting.
- Select Program Award Selection Committee to serve with vice president.

#### **SEPTEMBER**

##### **President**

- Consult with officers to prepare agenda for PDC and send out to membership prior to conference.
- Ask State 4-H and Indiana 4-H Foundation executive director to attend and make remarks.
- Ask committee chairs to make reports and have a copy in writing for secretary.

##### **Vice President**

- Chair Successful Youth Program Awards Selection Committee; prepare summary booklet and award winner certificates. Notify Indiana 4-H Foundation (six individuals at \$100 each) and State 4-H Department (two team awards at \$100 each) of cash award winners.
- Obtain forms from State 4-H Department for winners to complete and sign for team award payment at Purdue Extension Professional Development Conference. Forms to be returned to State 4-H Department.

## **OTHER RESPONSIBILITIES**

### **President**

- Attend IEEA Board of Directors and Executive Committee meetings as scheduled.

### **Vice President**

- Update and mail name and address changes to the national membership contact as needed.
- When new 4-H Youth Development Educators are hired, send them a letter/call and invite them to join NAE4-HA.

### **Past President**

- Secure national awards chair(s) from Indiana.

### **State's Night Out**

- Cost to include meal, beverage, tax, and tip (round up to nearest even dollar and add \$1.00 for hospitality).
- Work with president concerning time, location, cost, menu, and coordinating with conference schedule.

*Revised 03/2018*



## Indiana Agriculture and Natural Resources Section Officers' Responsibilities

The Agriculture and Natural Resources (ANR) Section president serves on the IEEA Executive Committee and IEEA Board of Directors, representing the ANR Section at executive committee meetings and IEEA board meetings.

### **JCEP [North Central (NC) Regional Workshop]**

- President should attend the JCEP Leadership Conference (usually in late January-early February); develop and take state report to this meeting; sample copy in file.
- Secretary should attend as well if funds are available.
- IEEA covers part of the expenses, except for mileage.

### **IEEA Spring Conference**

- President Chairs ANR Section meeting
  - Invite NACAA NC region director to this meeting or to PDC.
  - Invite ANR program leader.
  - Develop and bring copies of the agenda as well as email to ANR Educators.
  - Minutes emailed by ANR Section secretary.
  - Initiate a list of those planning to attend NACAA AM/PIC.
- President's IEEA Responsibilities
  - Attend executive committee and board meetings. Be prepared to give ANR Section report at each and provide a written report to IEEA secretary.
  - Preside at one session (usually asked to sit at head table for most meals).
  - You will be a part of the Planning Committee for this event.
  - At the request of the IEEA president, you may be asked to arrive the night before the first day of conference for final review of conference details.

### **PILD Conference**

- Vice president attends PILD in Washington D.C., usually held in April.
- Participate in planning teleconference (with Purdue) prior to this event.
- IEEA pays up to \$1000 for expenses. Purdue Extension director provides transportation costs.

### **President's NACAA Annual Meeting and PDC (AM/PIC) Responsibilities:**

- Communicate with ANR Educators by email regarding NACAA AM/PIC (share a list of who plans to attend), encourage them to attend, and remind them of the registration deadline.
- Remind Educators with less than 10 years of experience that NACAA pays registration fee for first time attendees. Also, remind Educators of other ways to pay for the trip: APSAC Grants, IEEA Professional Improvement Grants, etc.

- Send in names and addresses of “voting delegates” (usually the president, vice president and secretary) and inform them of their responsibilities. IEEA pays a portion of the voting delegates’ expenses. See IEEA budget each year for amount.
- Make arrangements and reservations for the State’s Night Out (DSA and AA recipients meals are paid for – see IEEA budget for president’s dollars).
- Attend the NC Regional meeting; develop and take state report.
- Communicate with DSA and AA Award winners (give them a form to get reimbursement from IEEA, or have them contact the IEEA treasurer). They each receive \$100 from IEEA.
- If Indiana has a nominee for the Hall of Fame Award, the president is required to write a recommendation letter. Contact the Recognition chair.
- Update State Officers’ list on the NACAA website.

## PDC

- President Chairs ANR Section meeting
  - Invite ANR program leader.
  - Develop and bring copies of the Agenda (email to ANR Educators).
  - Invite program coordinator of Purdue Pesticides for Private Applicators for a quick update.
  - Minutes emailed by ANR Section secretary.
  - Pass the “president’s box” to incoming president.
  - Highlight upcoming NACAA meeting.
- President’s IEEA Responsibilities
  - Attend executive committee and board meetings. Be prepared to give ANR Section report at each.
  - ANR Section report at the IEEA general session.
  - Attend IEEA New Educator event. Talk to the new ANR Educators. You may also be asked to give a short presentation about NACAA. If you cannot attend, please make sure one of the other officers represents the ANR Section.
  - Help with passing out materials before general sessions and assist with IEEA secretary election during the general session when requested.
  - IEEA president may ask you to attend a meeting with the Extension director and the IEEA Executive Committee.

## President’s NACAA Responsibilities in the State

- Coordinate with the Early Career Development chair and officer team to have lunch with ANR Educators on staff less than 3 years or other designated tenure at ANR Training. This is an opportunity to promote the association and get to know the new Educators.
- Work with state NACAA Awards Committee. Each area should have representation and meet once annually to nominate or encourage co-workers to apply for awards.
- Schedule WebEx or Zoom meetings via the computer with the officers and committee chairs. Suggested meeting times:
  - January: Plan for award nominations and receive information to be shared at the regional meeting at JCEP Leadership Conference.
  - June: Plan for NACAA meeting.

- September: Plan for PDC.
- Other times as needed.
- Email updates to the ANR membership, and forward messages to state committee chairs or appropriate members.
- Vote for Hall of Fame, DSA, and AA Award winners for Indiana as requested.
- Update committee chair information on the NACAA website as needed.

### **Miscellaneous Details**

- ALL OFFICERS should login to NACAA.com and update their personal information. They should also contact NACAA website administration for editorial rights so the appropriate officer can update committees, officers, etc. All officers should be familiar with the website functions and resources to share with the rest of the ANR Section.
- The **ANR Section secretary, in cooperation with the IEEA treasurer** is responsible for submitting the “membership list and dues” to NACAA by January 1<sup>st</sup> and taking minutes at all ANR Section meetings. All membership updates are made on the NACAA website at: <http://www.nacaa.com/>. You should receive information on the procedure to do this from someone at NACAA in November or December. Contact IEEA treasurer for a list of paid members and have them submit a check to NACAA along with the “Dues Submission Form” you will complete and print from the website.
- The **ANR vice president** is responsible for the IEEA – ANR Section website.
- The **ANR vice president** will act as the Nominating Committee chair, along with appointees by the president (i.e. past and past-past presidents), to develop a slate of nominees for ANR Section secretarial candidate and IEEA secretary candidate to be voted on at Spring Conference.
- **All section officers** keep files updated to pass on to successor.

*Drafted by Craig Williams, ANR president (2002). Revised by Kelly Easterday (2006), Jon Neufelder (2008), and Elysia Rodgers (2018).*



## Indiana Community Development Section Officers' Responsibilities

The Community Development (CD) Section has three officers: president, vice president, and secretary. The election of the CD secretary takes place at Spring Conference at the CD Section meeting. The sitting secretary is expected to move into the vice presidential position, and the vice president assumes the Presidency. The new officers assume their responsibilities immediately after PDC in the fall.

The CD president serves on the **IEEA Executive Committee** and **IEEA Board of Directors**, representing the CD Section at executive committee meetings and IEEA board meetings.

### CD President's Responsibilities

- Preside over CD Section meeting at IEEA Spring Conference and PDC.
  - Invite CD program leader & assistant program leader.
  - Develop and bring copies of the agenda as well as email to CD Educators.
  - Invite coordinators of the various CD active committees to report.
  - Minutes emailed by CD Section secretary.
  - Initiate a list of those planning to attend NACDEP Conference at Spring Conference Section meeting.
  - Preside over the meeting.
  - Hold an election for IEEA Section secretary candidate and section secretary at Spring Conference Section meeting.
  - Pass the gavel to incoming president at fall section meeting.
- Serve on Nominating Committee with other section officers.
- Serve on CD Section Steering Committee.
- Schedule virtual meetings with the officers and committee chairs as needed.
- Attend executive committee and board meetings. Be prepared to give CD Section report at each and provide a written report to IEEA secretary.
  - IEEA president may ask you to attend other meetings with the Extension director and the IEEA Executive Committee or on the behalf of the association.
- Assist at IEEA Spring Conference and IEEA meeting at PDC.
  - Give CD Section report at IEEA general sessions.
  - Attend IEEA New Educator event, if requested, to talk to the new CD Educators. You may also be asked to give a short presentation about NACDEP. If you can't attend, please make sure one of the other officers represents the CD Section.
  - Help with passing out materials before general sessions if needed and helping with IEEA secretary election during the general session when requested.
  - Preside at one session (usually asked to sit at head table for most meals) at Spring Conference.
    - At the request of the IEEA president, you may be asked to come a day before conference for final review of conference details.

- Coordinate with NACDEP.
  - Communicate with CD Educators by email regarding NACDEP (share a list of who plans to attend), encourage them to attend and remind them of the registration deadline.
  - Attend any NC Region CD meetings; develop and take state report.
  - Communicate with Distinguished Service Award winners. Give them a form to get reimbursement from IEEA, or have them contact the IEEA treasurer. They receive a stipend from IEEA.
  - Work with CD Awards Committee to encourage award submissions and select a nominee for DSA.
- Along with other CD officers, act as liaisons to the CD administrators at Purdue. Responsibilities may include expressing concerns on behalf of the membership and assisting with the planning of training and retreats.
- Email updates to the CD membership, and forward messages to appropriate members.
- Report to IEEA treasurer the dues for the upcoming year so the billing will be accurate.
- Attend JCEP Leadership Conference.

### **CD Vice President's Responsibilities**

- Run the meetings in the event the president cannot attend.
- Work with the president and secretary to set section meeting agendas.
- Ensure the NACDEP and IEEA website are accurately updated as it relates to the CD Section.
- Serve on Nominating Committee with other section officers.
- Attend PILD conference.

### **CD Secretary's Responsibilities**

- Take minutes at all CD Section meetings and email those minutes to the membership.
  - Minutes should be emailed as soon as possible after the meeting and again within two weeks of the next meeting.
- Work with the president and vice president to set section meeting agendas.
- Serve on Nominating Committee with other section officers.
- Attend PILD or JCEP if other officers are unable to.

### **Miscellaneous Details**

- The IEEA treasurer submits a list of NACDEP members to the NACDEP organization.
- The CD president, vice president, and secretary will act as the Nominating/Search Committee for CD Section officer candidates, to be voted on at Spring Conference.
- The president of the CD Section serves on the IEEA officer Nominating Committee.
- All section officers should keep files updated to pass on to successor.

### **JCEP Leadership Conference**

- CD president (or other officer) should attend the JCEP Leadership Conference (usually in late January-early to mid-February).
- IEEA covers part of the expenses. See the IEEA budget.
- A report should be given to the CD membership on the proceedings from JCEP.

### **PILD Conference**

- Vice president (or other officer) attends PILD in Washington D.C., usually scheduled for April.
- Participate in planning teleconference (with Purdue) prior to this event.
- IEEA pays some of the expenses. See the IEEA budget for specifics.

*Drafted by ECD officers Jeff Burbrink, president; Bryan Metzger, vice president; and Bill Horan, secretary (2008). Revised by Nicholas Held and Tamara Ogle (2018).*



## Indiana Community Wellness Coordinator Section Officers' Responsibilities

The Indiana Community Wellness Coordinator Section elected offices of president, vice president, and secretary, and volunteer sub-committee chair positions for Recognition and Awards, Health and Wellness, Professional Development and Mentorship, Advocacy, and Advancement.

The election of the secretary takes place at Spring Conference at the CWC Section meeting. The sitting secretary is expected to move into the vice president seat, and the vice president assumes the presidency. The new officers assume their responsibilities immediately following the Professional Development Conference.

The CWC president serves on the IEEA Executive Committee and IEEA Board of Directors, and represents the CWC Section at Executive Committee meetings and IEEA board meetings.

CWC IEEA members may participate in any CWC sub-committee or the following IEEA Statewide Committees:

Advancement  
Emerging Opportunities  
Membership Development  
Mentorship  
Recognition

### **Professional Development Conference**

#### **President**

After PDC when newly elected:

- Send list of officers and committee chairs to regional NEP director.
- Submit State Affiliate Report to regional NEP director.
- Schedule IEEA CWC Executive Committee meeting.
- Distribute IEEA CWC Committee list, with chairs designated, for next year to NEP.
- Send list of officers and committee members to IEEA webmaster for the website.

Prior to PDC in which presiding:

- Invite the State NEP program leader to speak at the CWC Section meeting.
- Distribute agenda via email.
- Contact committee chairs and officers so they will be prepared to give reports.
- Provide agendas and other appropriate handouts.
- Update files in CWC Section president binder/files.
- Have CWC president binder/files in order and ready to give to incoming president at PDC in which presiding.
- Attend the IEEA Executive Committee and Board of Directors meetings.

#### At Professional Development Conference:

- Be prepared to give section report at each IEEA board meeting and general session.
- Preside at one session. Sit at head table for most meals.
- Have agendas available at CWC Section meeting.
- Preside over the CWC Section meeting.
- Present gavel to incoming president.

#### Vice President

##### At Professional Development Conference:

- Assist the president with setting up, there may be several items to distribute.
- Have committee sign-up forms to pass around at CWC Section meeting so you can put together your committees when you become president.
- Accept the gavel from the president and be prepared to make a few comments. (Some president-elects have set goals for the coming year).
- After accepting gavel, you will get your picture taken at PDC immediately following the closing banquet as a member of the new IEEA Executive Committee.

#### Secretary

##### Prior to Professional Development Conference:

- Have minutes of Spring Conference ready to read and email them to CWC Educators prior to the conference.

##### At Professional Development Conference:

- Take minutes of CWC Section meeting.
- Have forms or electronic information about IEEA CWC renewal on their website.

##### After Professional Development Conference:

- Make sure member renewal information is submitted to IEEA CWC. Obtain paid members list from IEEA treasurer for IEEA CWC and send membership information to IEEA CWC Leadership Team. Check names, addresses, etc. and add, delete, change, etc.
- Mail prior to January 1. If IEEA has received dues, but you do not have a membership form for the Educator, you need to contact them and get them to fill out the form.
- Send minutes electronically to CWC Educators.
- Send minutes to IEEA webmaster to be posted on their website.

#### **APHA Membership and National Meeting**

#### President

- Inform all members of registration deadlines, meeting times and dates, and responsibilities.

#### **Spring Conference**

#### President

##### Prior to Spring Conference:

- Invite the State NEP program leader to speak at the CWC Section meeting.
- Distribute agenda via email.

- Contact committee chairs and officers so they will be prepared to give reports.
- Provide agendas and other appropriate handouts.
- Have Nominating Committee (chaired by past CWC president) secure nominees for CWC Section secretary election.
- Secure promotional materials about APHA National Conference.

At Spring Conference:

- Attend the IEEA Executive Committee and Board of Directors meetings.
- Be prepared to give section report at each IEEA board meeting and general session.
- Preside at one session. Sit at head table for most meals.
- Have agendas available at CWC Section meeting.
- Preside over the CWC Section meeting.
- Hold elections for CWC Section incoming secretary (tenure begins following PDC).

After Spring Conference:

- Send thank you note to NEP program leader for giving his or her time to speak at the CWC Section meeting.

### Secretary

Prior to Spring Conference:

- Have minutes of PDC ready to read and email them to CWC Educators prior to the conference.

At Spring Conference:

- Take minutes of CWC Section meeting.

After Spring Conference:

- Send minutes electronically to CWC Educators.
- Send minutes to IEEA webmaster to be posted on CWC and IEEA websites.

## **Miscellaneous**

President

- Attend IEEA Board of Directors and Executive Committee meetings either via WebEx or in person.
- Serve on Nominating Committee for IEEA secretary (past and current president from CWC Section; names to be given to the immediate IEEA past president).

Vice President

- Send newly hired CWCs an email or call and invite them to join IEEA CWC Section.

*Updated 03/18*

## AREA DIRECTOR

### Purpose of the Area Directors

The area director serve as a bilateral voice between the IEEA Board of Directors and its members in each of the Extension geographic areas. The area director encourage participation in the organization by participating in committees, applying for grants and awards, attending the annual Spring Conference, and other opportunities as they are available.

### Election of Area Directors

Two educators should represent each area. Each educator serves a two-year term and those terms rotate; therefore, each area will have a junior director, serving their first year of a two-year term, and a senior director, serving their second year of a two-year term. New directors should be elected by a majority vote at an area meeting of IEEA members prior to September 1.

### Area Director Responsibilities

The following is a list of responsibilities for junior and senior area directors:

- Mentor new educators.
- Participate in board of director meetings by giving reports from their areas. Area directors will also relay information from the board of directors meetings to the membership in their areas.
- Work with district director on area meeting agendas so they have time for IEEA committee updates and sharing of staff needs.
- Complete committee assignments sheet.
  - Minimum of one person per area per IEEA committee, preferably two.
- Knowledge of awards, communicate deadlines, and details.
- Professional development.
  - Obtain ideas from members and make arrangements for professional development opportunities.
- Make educators aware of resources available to IEEA members, such as grants, awards, technology, and mentorship opportunities.
- Assist in keeping the IEEA website up-to-date.
  - Send information on area committee involvement to IEEA secretary to be posted to website.
- Remind IEEA members to submit dues to the IEEA treasurer.

March 2018. Crystal Van Pelt, Jenny Monarch McGuire, Beth Vansickle, Dee Nicely

## **COMMITTEES**

Resources

Membership Development

Advancement

Mentorship

Marketing

Recognition and Awards

Emerging Opportunities

Past Presidents Committee

## IEEA RESOURCES COMMITTEE

**The Resources Committee performs three basic responsibilities:**

- Assist the IEEA treasurer with development of the annual budget for IEEA. This proposed budget is submitted to the IEEA Board of Directors for approval and then to the IEEA membership for approval at the general session of the PDC in the fall.
- Audit the IEAA treasurer's records by checking bank statements with deposit and expenditure records. The committee meets at the IEEA Spring Conference to do the audit.
- Coordinate fundraising activities for sections hosting national conferences and other events. This committee will collaborate with the IEEA Executive Committee as needs arise.

This committee will have a chair and a vice chair elected annually (typically the vice chair will become chair following PDC).

*Updated: 3/2018*

## **INDIANA EXTENSION EDUCATORS ASSOCIATION BUDGET ITEM EXPLANATIONS**

**National Association Delegate Expenses** - \$300 plus \$.07 per mile, round trip (\$200 maximum on mileage) for officers of NAE4-HA and CD, and voting delegates of NACAA and NEAFCS to attend national meetings. Mileage is to be determined with Indianapolis as the starting point.

**Distinguished Service Award Expenses** - \$100 reimbursement for each recipient attending their national meeting to receive a national award. Presently, there are seven eligible recipients: three from 4-H Youth Development, two from HHS, and two from ANR.

**National Meeting Hospitality Expenses** – Used by each section to provide refreshments during designated times at national meetings.

**Special National Awards Winner** - \$100 reimbursement for each recipient attending a national meeting to receive a national award. Presently, there are four eligible recipients: two from CFS for Continued Excellence and one each from ANR and 4-H Youth Development for Achievement.

**President and Vice President** – Used to conduct business as president and vice president.

**Secretary and Treasurer** – Used to conduct business of secretary and treasurer. (Note: treasurer needs to be bonded every three years.)

**Section Officers** – Used to conduct business of section officers.

**PILD Conference** – Used equally by section chairs or designated delegates to attend the conference.

**JCEP Leadership Conference** – Amount budgeted to be divided equally among those attending. Those attending are: IEEA chair, ANR president and vice president, HHS vice president, and 4-H Youth Development vice president [HHS and 4-H Youth chairs are paid for by national funds]. Amount reimbursed not to exceed an individual's expense. No mileage will be paid.

**Flower Fund** – Flowers sent to Educator in the event of death of a spouse or child. If the Educator is unmarried, flowers to be sent on the death of the parent(s). If Educator dies, the spouse is to receive flowers. Purchase is to be made by local Educator and then notify treasurer of expense.

**PDC** – Used to conduct Professional Development at the discretion of committee.

**Spring Conference** – Used to conduct Spring Conference activities at the discretion of the Executive Committee.

**Postage** – Used to pay for mailings of association by officers and committee chairs.

**Indiana 4-H Foundation** – Donation on behalf of the IEEA association. This is to be reviewed annually.

**County Office Secretary 25-Year Recognition** – Partner with ESP in recognizing county office secretaries with 25 years of service (\$25 per secretary).

**State Fair Leaders Day** – Used to conduct 4-H Leader Recognition Program during the State Fair.

**CES Family Picnic** - Shared expense with Purdue Extension Administration and ESP for a catered meal for current and retired staff at the Indiana State Fair.

**Mentorship Committee** – Used to conduct business of Mentorship Committee.

**Recognition Committee** – Used to conduct business of committee.

**NOTE: All claims for reimbursement must be accompanied by receipt(s).**

*Updated: 3/2018*

## **IEEA MEMBERSHIP DEVELOPMENT COMMITTEE**

The committee is made up of Extension Educators and CWCs. The MD Committee will meet during both the Purdue Extension PDC (if possible) and Spring Conference. Additional meetings will be conducted via WebEx throughout the year.

### **Purpose of the MD Committee**

- The MD Committee, in consultation with the IEEA Executive Committee, develops the plans, organization, and evaluation of the Indiana Extension Educators Association Spring Conference. This committee acts in the best interests of all CES associations and Purdue CES administration in the conduct of conferences that represent the highest degree of quality of the Extension system and the mission of the Cooperative Extension Service.
- Consult and collaborate with Extension Staff Development Coordinator, and Extension State Office to plan, make suggestions, and assist where possible to organize PDC. The program and schedule are coordinated by the State Extension Office. Spring Conference is coordinated by the IEEA Executive Committee.
- The MD Committee is also responsible for soliciting, evaluating, and awarding IEEA Grants for professional improvement presented semi-annually, as well as the annual Janet Allen Memorial Award.

### **Officers**

Advisor: serves as a mentor for the incoming chairs.

Grant Chair: solicits, evaluates, and awards PD Grants and Memorial Award.

Conference Chair: presides over meetings, assists with PDC as requested from State Extension staff with guidance from the IEEA Executive Committee, and oversees Spring Conference planning and implementation.

Vice Chair: works with Conference chair to help in the planning and implementation.

Secretary: records committee activities.

\*secretary becomes vice chair, vice chair becomes conference chair, conference chair becomes grant chair, and grant chair becomes advisor.

## **Purpose of IEEA Spring Conference**

The IEEA Spring Conference brings all IEEA members and guests together for the sharing of ideas, concerns, and good work, encouraging Purdue Extension Educators to create a stronger educational system.

Combining methodology training, interest sessions, and related topics. Spring Conference strives for a better Purdue Extension system. This conference provides participants the opportunity to reflect on the past and envision the future. Program areas are provided time for business meetings and program area updates.

### **MD Committee's Conference Chair Responsibilities:**

- Put article in the E-News Blog about Spring Conference. Send reminder about reservation deadline via email closer to due date. Consult with the IEEA president.
- Obtain guidance from the IEEA Executive Committee and work with MD Committee members to plan Spring Conference, including:
  - Select menus.
  - Set conference registration fee in collaboration with the IEEA Executive Committee.
  - Entertainment and activities.
  - Work with Mentorship Committee to recognize new Educators and CWCs, who have joined the staff since PDC.
  - Work with Marketing Committee to offer IEEA promotional materials before and during the conference.
  - Select keynote speaker in consultation with the IEEA Executive Committee.
  - Plan breakout sessions and secure speakers.
  - Make arrangements for proper audio/visual equipment in all meeting and breakout rooms.
  - Secure room hosts for breakout session.
  - Secure IEEA Board of Directors and section presidents for hosting meals and general meetings.
  - In consultation with the president, contact 4-H Foundation representative to see if they want to sponsor a refreshment break. Offer time for 4-H Foundation director to make announcement during a general session.
  - The vice president will announce the dates and locations for the next Spring Conference. During final general session, announce Spring Conference dates and location for the following year's conference. The committee should provide the details for the announcement if known.
- In consultation with IEEA officers, email letters to all IEEA members and Purdue Extension administration include letter, registration form, map, and hotel reservation information. Get email list and mailing labels from director's secretary for the Educators and the retired Educators.
- If retired Lifetime Members are invited to participate, send same email/letter to retired life members.
- Email Conference Program two weeks before and provide copies at conference.
- Review and approve hotel expenses with IEEA treasurer, during and immediately following the conference.
- Create conference evaluation and distribute to IEEA members following the conference.

- Give regular updates to the IEEA Executive Committee on progress of Spring Conference plans.
- Organize MD Committee members to welcome and work at registration desks.

**MD Committee's Grant Chair Responsibilities:**

- Grant chair announces IEEA Grants and Janet Allen Memorial Award in the E-News Blog.
- Prepare, distribute, and collect the grant applications.
- Oversee grant subcommittee to review grant applications, which makes recommendations to the overall MD Committee membership for approval.
- Work with grant recipients and IEEA treasurer on the redemption and reporting of grants.
- Prepare display of past grant recipient activities for Spring Conference.

*Updated: 3/19/2018*

## IEEA ADVANCEMENT COMMITTEE RESPONSIBILITIES

The Indiana Extension Educators Association is uniquely positioned to identify barriers and opportunities to advance Extension as a profession. The goal of the Advancement Committee is to advocate for the professional well-being of IEEA membership.

Strategic Direction of the Advancement Committee:

- Survey the membership to identify opportunities and barriers for career advancement and satisfaction.
- Propose possible actions in consultation with the membership.
- Advocate for implementation of proposed actions or policies to Extension Leadership Team (ELT) via the IEEA Executive Committee.
- Collaborate with ELT and other IEEA committees to provide resources or training for identified needs.

- The committee has four officers; chair, vice chair, secretary, and advisor.
- The advisor is the immediate past chair.
- Each officer remains in a single position for a term of one year.
- After serving for one year, the secretary moves up to vice chair. Vice chair moves up to chair. The chair moves to advisor.
- The secretary is usually elected in the fall at Professional Development Conference.
- Quarterly membership meetings including PDC and Spring Conference are appropriate and encouraged as needed to progress on issues.
- Officers will hold meetings to plan and move action items forward between member meetings.
- The meetings are open to all IEEA members. Each area is encouraged to assign at least two Educators to represent their Area's specific needs and concerns.

### **Responsibilities of Secretary**

- The minutes from each meeting are emailed twice to Educators. Once after the meeting and again before the Spring Conference meeting or before PDC in the fall (whichever is next).

### **Responsibilities of Chair**

- The director of Extension is contacted approximately one month before Spring Conference or PDC to meet with the committee to answer questions. If the director cannot come, the associate director of Extension is invited.
- The chairman of the committee reports at all IEEA Board of Directors meetings or sends a report. The chairman also reports to the membership at PDC and at Spring Conference.

### **Responsibilities of Vice Chair**

- Preside over meetings if chair is not present.

### **Responsibilities of Advisor**

- Serve in an advisory role to current officers, attend committee and officers meetings.

*Updated: 3/2018*

## IEEA MENTORSHIP COMMITTEE RESPONSIBILITIES

**Mission:** The IEEA Mentoring Committee will provide a hub of informal mentoring resources available to all Extension professionals.

### **Objectives:**

- Provide support and resources to designated Extension mentors within the state.
- Remain current on mentoring needs through formal and informal assessment of Extension professionals.
- Collaborate as necessary to ensure assessment needs are addressed formally or informally for the benefit of all Extension professionals.
- Collaborate with Purdue Extension Staff Development Coordinator and IEEA membership to enrich informal mentoring resources.
- Welcome new Extension professionals to the organization and inform/update membership on benefits of IEEA affiliation.

### **Committee Chair**

- Send notices of committee meetings to committee members (scheduled meetings, Spring Conference and PDC).
- Work as needed, with IEEA Board, to schedule new Educator events, recognition, etc. during Spring Conference and PDC.
- Invite new Educators to attend committee meetings at both Spring Conference and PDC.
  - Preside at all meetings and functions of the committee.
- Report at general sessions concerning activities of the committee.
- Recognize and introduce new Educators at general sessions at Spring Conference and PDC.
- Contact Staff Development Coordinator to obtain a list of new Educators and their biographical data.
- Forward concerns of committee to appropriate CES offices or persons.

### **Committee Vice Chair**

- Collaborate and assist committee chair on committee work and responsibilities.
- Assume committee chair responsibility in case chair cannot finish their obligation to the committee.

### **Secretary**

- Record and distribute minutes of committee meetings and functions (Spring Conference and PDC).
- Maintain a file of correspondence for committee.
- Assume committee vice chair responsibility in case vice chair cannot finish their obligation to the committee.

### **Past Chair**

- Act as an advisor to the committee.
- Attend committee meetings during past chair period.

*Updated: 3/2018*

## **MARKETING COMMITTEE**

Purpose: Promote Extension and the collective impact in the State of Indiana

- Assess the needs of IEEA membership in terms of marketing impact.
- Facilitate purchasing, sales, and distribution of marketing materials.
- Work with IEEA treasurer to manage finances of committee.
- Connect with Purdue Extension and Ag Communications to help with promotion of programs and subsequent impact.

### **Marketing Committee Chair Responsibilities**

- Preside at all Marketing Committee meetings: generally two to three per year. (With email and WebEx, face-to-face meetings can be kept to a minimum.)
- Appoint sub-committees as needed.
- Facilitate the sale of promotional items for IEEA.
- Attend all IEEA Board of Directors meetings (approximately four per year).
- Make reports for the Marketing Committee at IEEA general sessions.
- Serve as the advisor for the Marketing Committee the year following the term served as chair.

### **Other Officer Responsibilities**

- This committee will be advised by the past chair.
- The Marketing Committee will elect a secretary annually.
- The Marketing Committee secretary will become the vice chair the following year.
- The Marketing Committee vice chair will become the chair the following year.

*Updated: 3/2018 Mindy Wise*

## RECOGNITION & AWARDS COMMITTEE

**Mission:** The Recognition Committee selects and recognizes IEEA members with awards endorsed by IEEA.

**Goals:**

- Celebrate and recognize the success of IEEA members.
- Recruit IEEA members to serve on the Recognition Committee.
- Inform all IEEA members about award opportunities.
- Encourage all members to nominate themselves or another Educator for an IEEA award.

**Objectives:**

- Committee members will annually review the award application and criteria, advertise award opportunities, select winners, order awards, and present awards at the PDC.
- Committee members will speak to other Educators at county, area, district and state events about the importance of recognizing fellow Educators for their successful programming efforts and the importance of serving on the Recognition Committee.
- Committee members will inform other Educators about the award application and application process through personal interactions at Extension events, social media, email, and possibly the Purdue Extension E-News Blog and district newsletters.
- Committee members will encourage fellow Educators to apply for IEEA awards and/or nominate other Educators for an award through personal interactions at Extension events, social media and email.

**Officers:**

The Recognition officers include: chair, vice chair, secretary, past chair

**Chair Responsibilities:**

- Attend and report at all IEEA Board of Directors meetings and at Spring Conference and PDC.
- Schedule all committee meetings and preside over all meetings.
- Review award application and criteria, determine application deadline, and determine date for award judging with assistance from committee members.
- Make changes and corrections to the award application and criteria.
- Advertise and/or email the award application, criteria, and list of last year's winners to all IEEA members in February.
- Receive and organize all applications for the Spring Conference meeting at which committee members will select the winners. Applications are normally due the first Friday in April, but this date is determined based on the Spring Conference date.
- Communicate winners' names with the vice chair who is in charge of ordering awards and making certificates for winners.
- Communicate all winners' names to director's secretary for the brochure distributed at PDC.
- Communicate Friends of Extension winner(s) with the director's secretary to start the process of collecting information to create a video of the winner to be shown at PDC.

- Prepare a list of winners' names to be used while presenting all awards at PDC. This list can also be used the next year to email to members along with the new award application and criteria.
- Prepare a list of winners' names with monetary gift amounts and contact information for the IEEA treasurer. The treasurer mails the monetary gift to the individual. If it is a team award, the gift is mailed to one team member. The chair determines this information and shares it with the IEEA treasurer.
- Chair will share awards application, criteria, winners' list, and other pertinent documents with the new chair.

**Vice Chair Responsibilities:**

- Attend committee meetings and preside over meetings in the absence of the chair.
- Orders award plaques and brings them to PDC for the awards presentation.
- Orders certificate paper and certificate holders and creates certificates for winners who are to receive a certificate. See list of award above. The IEEA treasurer will reimburse vice chair's Extension Office for the cost of the certificate paper and certificate holders. Certificates will also be brought to PDC.
- Organize awards at PDC with the director's secretary and the chair.
- Vice chair will move to the chair office position upon completion of term as vice chair.
- Vice chair will share award ordering information, certificate master and other documents with new vice chair.

**Secretary Responsibilities:**

- Attend committee meetings and take minutes.
- Send meeting minutes to all committee members following the meeting.
- Present minutes of the previous meeting during committee meetings.
- Secretary will move to the vice chair officer position upon completion of term as secretary.

**Past Chair Responsibilities:**

- Attend committee meetings.
- Serve as mentor to chair and other committee members.

**IEEA Awards and Gifts Include:**

- Bob Amick Award (\$125 monetary gift from the 4-H Foundation and a certificate)
- CES Team (\$100 monetary gift for the team and certificates for each team member)
- Diversity Award (\$50 monetary gift and certificate)
- Friend of Extension Award (Plaque - 8"x10", Sublimation (gold with black letters) with black plate with gold torch trim. Wording on plaque: FRIEND OF EXTENSION, Recipients Name, by the Indiana Extension Educators Association, YEAR)
- International Award (\$50 and a certificate)
- Program Area Individual Awards (\$50 monetary gift and certificate for each winner)
  - 4-H
  - ANR
  - CD

- HHS
- CWC
- Program Area Career Awards (\$50 and a certificate for each winner)
  - 4-H
  - ANR
  - CD
  - HHS
  - CWC
- Program Area Team Awards (\$100 monetary gift for the team and certificates for each team member)
  - 4-H
  - ANR
  - CD
  - HHS
  - CWC
- Tenure Awards (Certificates for years of service beginning at ten years and every five years after that. Certificates will be suitable for framing.)
  - 10, 15, 20, 25, 30, 35, etc. years of service

**In addition the following plaques are ordered for distribution at PDC:**

- Retiring president of the Indiana Extension Educators Association and  
Plaque description: 9"x12" (8"x10" plate, double plate black on gold, wording centered  
Sublimation (gold with black letters) with black plate with gavel engraved on plate.

Wording on plaque:

(Name of retiring IEEA president)

President (YEAR)

In appreciation for dedicated leadership & outstanding service to the Indiana Extension  
Educators Association

- Retiring treasurer of the Indiana Extension Educators Association.  
Plaque description: 9"x12" (8"x10" plate, double plate black on gold, wording centered  
Sublimation (gold with black letters) with black plate.

Wording on plaque:

(Name of retiring IEEA treasurer)

Treasurer (Years of Service)

In appreciation for outstanding service as treasurer of the Indiana Extension Educators  
Association

- Retiring Section Presidents
  - 4-H & Youth Development
  - Agriculture & Natural Resources
  - Community Development
  - Health and Human Sciences
  - CWC

Plaque description: 7"x9" Double plate black on gold with gavel engraved

Wording on plaque:

(Name of retiring section president)

In recognition of your leadership as

(Section name: see list above)

Section president

(YEAR)

Approximate Award Budget (Committee will review annually)

- 4-H Team: \$100
- ANR Teams: \$100
- CES Team: \$100
- HHS Team: \$100
- 4-H Individual: \$50
- ANR Individual: \$50
- CD Individual: \$50
- HHS Individual: \$50
- **CWC Individual: \$--**
- International: \$50
- Diversity: \$50
- Program Area Career Awards: \$50 each (4-H, ANR, CD & HHS)
- President's Plaque: \$75
- Treasurer's Plaque: \$75
- Section President Plaque: \$25 each (4-H, ANR, CD & HHS)
- Friend of Extension: \$50
- Certificates and certificate holders: \$150

### **IEEA AWARD CRITERIA**

For all awards, an Educator can be nominated and selected only in the program area in which they are assigned. If an Educator has split program responsibilities such as 4-H Youth Development and HHS, then that person can be nominated in either category.

Any Educator may be nominated in the Community Development program area, regardless of their program area assignment.

When nominating an Educator for any award, the nomination is primarily based upon a program that the Educator has completed that has had an impact. The Recognition Committee reserves the right to decline any nominations if the impact is not appropriate for the award. In the case of the Career Award, the Educator's entire career is considered.

### **Program Area Individual Awards**

**Objective:** To recognize the outstanding work of a CES Educator based on the impact of a particular program and the relationship of the program within the context of county programming.

- Any Extension Educator can be nominated for this award regardless of their tenure in a program area.
- Each of the five program areas may have an individual award winner.
- An individual can win more than once in the same program area, but it cannot be for the same program.
- An impact statement or a reported achievement must accompany nomination form.
- Anyone may submit a nomination. Self and/or area team nominations are allowed.

### **Program Area Career Awards**

**Objective:** To recognize the outstanding work of a CES Educator based on his or her entire career. The nominated Educator must have served in Extension for 20 or more years.

- Anyone may submit a nomination. Self and/or area team nominations are allowed.
- A detailed summary must accompany the nomination form and should be a maximum of six pages that states reason for nomination with focus on:
  - Professionalism – 25 points
  - Professional accomplishments – 40 points
  - Community involvement – 25 points
  - Special recognition and awards – 10 points
- An impact statement or a reported achievement must accompany nomination form.
- A person other than nominee may submit the nomination; however, the nominee may be involved in the nomination process to ensure accuracy of the detailed summary.

### **Program Area Team Awards**

**Objective:** To recognize and encourage teamwork among Educators based on the impact of a particular program. This includes two or more Educators in the same program area only and may include collaborations with other counties.

- Each of the five program areas may have a Program Area Team Award.
- An impact statement or a reported achievement must accompany nomination form.
- Anyone may submit a nomination. Self and/or area team nominations are allowed.

## **Other Awards**

### **Bob Amick Award**

Objective: The Indiana 4-H Foundation will recognize a 4-H Youth Development Educator with 0 to 10 years of service and present the recipient with a check for \$125.

- An Impact statement or a reported achievement must accompany nomination form.
- Anyone may submit a nomination. Self and/or area team nominations are allowed.

### **CES Team Award**

Objective: To recognize and encourage teamwork among Educators based on the impact of a particular program.

- This includes two or more Educators of more than one program area, and may include collaborations with other counties. Anyone may submit a nomination.
- An impact statement or a reported achievement must accompany nomination form.
- Anyone may submit a nomination. Self and/or area team nominations are allowed.

### **International Award**

Objective: To recognize an Educator or a team of Educators that traveled abroad, made an experience abroad possible for Extension clientele, provided a program that impacted international populations in the community, or globalizes a traditional program which impacted the quality of lives of a local community.

- An impact statement or a reported achievement must accompany nomination form.
- Anyone may submit a nomination. Self and/or area team nominations are allowed.

### **Diversity Award**

Objective: To recognize an Educator or a team of Educators achieving accomplishments in organizational change to support diversity, pluralism, and invocation in programs that impact our Extension audiences. This recognition is to be given for efforts that go beyond simply meeting EEO/AA/Civil Rights program requirements. Extension efforts that may be recognized should impact one or a combination of these areas: audience, programs, administration, policies, funding, initiatives, coalitions, staff development, advisory/decision making, and educational delivery methods/materials.

- In a narrative format that does not exceed three pages address:
  - a. The purpose(s) of the effort and activities involved
  - b. Reasons the effort deserves recognition
  - c. How the efforts were innovative
  - d. What obstacles had to be overcome
  - e. Can include additional pictures, newspaper articles, or supplemental material
- Nominations must show evidence that the program efforts convey cultural sensitivity, cultural awareness, and/or appreciation for diversity and organizational change.
- An impact statement or a reported achievement must accompany nomination form.
- Anyone may submit a nomination. Self and/or area team nominations are allowed.

### **Friend of Extension Award**

**Objective:** County Extension staff are given the opportunity to nominate an individual in their county who has been outstanding in his or her contribution and support to Purdue Extension.

- The nominee's participation, leadership, or cooperation with Extension activities. (*40 points*)
- Scope of agriculture, health and human sciences, youth, or leadership/community development activities or practices that motivated this nomination. (*25 points*)
- How the activities contributed to the Extension program in the county, area/or state to improve the economic and social standard of living. (*25 points*)
- Nominee's leadership in other community activities. (*10 points*)
- Incorporate into the narrative such points as:
  - a. Advancement and promotion of a project
  - b. Financial assistance to the Extension program
  - c. Promotion of Extension through mass media
  - d. Advance or promote youth, consumer and family sciences, agriculture, and leadership/community development as it relates to the total Extension program.
- Nomination should highlight current activities within the last five years in the scope of the total career participation.
- Written nominations should be limited to 500 words or less, double spaced.

### **Committee Timeline**

#### **February**

- Send via email award application, criteria, and list of last year's winners to all Educators in the state.

#### **March**

- Remind field staff of award application deadline.
- Contact IEEA treasurer to see which Educators have NOT paid their dues. Only current due-paying members are eligible for awards.
- Make sure nominated programs are entered in only one category.

#### **April**

- Applications are normally due by the first Friday in April, dependent on the dates of Spring Conference.
- Submit proposed budget to the treasurer.
- At judging day, assign committee members to judging groups. Make sure that no one is assigned to a group in which there is a conflict of interest. All five program areas should be represented as equally as possible in each judging group.
- Remind the committee members that quality of programming is important, not just numbers served.
- Select award winners at April meeting.

## **Spring Conference**

- Report at IEEA Board of Directors meeting. Email the IEEA secretary a copy of your report.

## **May**

- Friend(s) of Extension: Inform director's office, usually director's secretary, and CED of the winner's county.
- Send updated award history including this year's winners to director's secretary.
- Contact College of Agriculture, 765-494-8502, for list of Educators whose tenure is ten years or more. Tenure is determined on a July 1-June 30 cycle. Check last year's list of winners to avoid duplications or omissions.

## **August**

- Order plaques and certificate supplies.
- Create certificates for winners.

## **September**

- Pick up plaque order, double-check spellings, etc.
- Make appointment with IEEA president to sign certificates.
- Meet with director of Extension and director's secretary on awards program, awards booklet, script, contacts for awards, final details, etc.
- Contact Department of Agricultural Communication on needs for pictures to be taken during the awards program.
- Contact 4-H Foundation representative to remind of check needed for Bob Amick Award winner.

## **Month Prior to PDC**

- Assist director's secretary with proofreading of awards booklet
- Turn in receipts to IEEA treasurer for reimbursements.
- Send reminder email and agenda to committee members regarding meetings at PDC.
- Arrange to meet director's secretary to set up for awards program.

## **PDC**

- Report at IEEA Board of Directors meeting. Email the IEEA secretary a copy of your report.
- Set up awards with director's secretary. Incoming chair should assist.
- Obtain copy of awards booklet for the archives of the committee.
- Committee meeting: Elect secretary and discuss concerns and changes needed for next year.
- Pass records on to next chair.
- Write thank you notes or provide recognition as needed.

*Revised 03/2018*

## **IEEA EMERGING OPPORTUNITIES COMMITTEE**

### **Responsibilities**

- Consults with Extension IT Specialist on current issues related to the technology needs of Extension staff. Such items include office equipment, educational and AV equipment, software and programs, and other technologies used in engaging the clientele we serve.
- Serves as liaison between Field Extension Educators and Extension IT Specialist and Administration on items related to technology and other opportunities.
- Work with IEEA vice president to keep the IEEA website up-to-date.

### **Committee Chair Responsibilities**

- Send notices of committee meetings at PDC, Spring Conference, and other meetings as needed.
- Preside at all committee meetings.
- Reports at all IEEA committee meetings or sends a report. The chair also reports to the membership at PDC and Spring Conference.

### **Vice Chair Responsibilities**

- Assist the chair with committee meetings and committee work.
- Preside at committee meetings when the chair is absent.
- Assume the office of committee chair at the end of the term.

### **Secretary Responsibilities**

- Record minutes at all committee meetings.
- Assume the office of vice chair at the end of the term.
- Secretary is elected at PDC.

### **Past Chair Responsibilities**

- Act as advisor and mentor to the committee officers.
- Attend committee meetings during the term as past chair.

*Revised 03/2018*

## **IEEA PAST PRESIDENTS COMMITTEE RESPONSIBILITIES**

- Evaluate the status of the IEEA and the Purdue Extension program.
- Make recommendations for change to the Extension director and/or to the IEEA Board of Directors.
- Serve as mentors to IEEA officers and directors.

## **4-H Foundation Representative**

The board meets quarterly, once at Purdue during Round-Up and three times around central Indiana. The IEEA representative is also asked to attend the Foundation annual meeting, usually held in April, and the Leadership Summit (formerly Indiana 4-H Congress), usually held in November.

The Indiana 4-H Foundation Board is focused on fundraising for the Indiana 4-H Program. It is hoped that the new representative will fully embrace goals of the board and be an active board member who engages in fundraising.

### **3 Committees on the Board**

- Entertainer: attends events and donor meetings to help cultivate donors and potential donors.
- Identifier: identifies individuals, corporations, and foundations, and makes introductions to the 4-H Foundation.
- Asker: goes with Shelly or other board members on visits to ask for financial support.

**Additionally, the IEEA Representative fills a specific role with the counties:**

- Advocates for the Indiana 4-H Foundation with Indiana 4-H Educators and in the 92 Extension Offices
- Promotes the Indiana 4-H license plate the 4-H paper clover across the state.
- Promotes creating county endowments with the Indiana 4-H Foundation.

## **APSAC Representative**

ASPAC serves as a two-way conduit between A/P staff and the administration. As such, ASPAC serves two distinct entities, each with the need to hear the other and to be heard by the other. In its role as a communication facilitator, APSAC offers A/P staff a mechanism to voice their interests and concerns as they relate to campus affairs.

## **Epsilon Sigma Phi Representative**

Strives to maintain the professional standards and ideals, preserving traditions and upholding the morale, prestige, and respect of Purdue Extension. Works to develop an effective working relationship and a spirit of fraternal and professional fellowship among the present and past employees of the Cooperative Extension Service.