

E.P.A.F

EXTENSION PROFESSIONAL ASSOCIATIONS OF FLORIDA



BOARD OF DIRECTOR'S OPERATING MANUAL

2004
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Operating Manual

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EXTENSION PROFESSIONAL ASSOCIATIONS OF FLORIDA

PURPOSE: The primary purpose of this organization is to establish and maintain a professional structure through which member organizations may be joined in a united professional effort.

OBJECTIVES:

- To promote professional improvement of all professional extension workers.
- To support and encourage the development of a united approach to a total extension program.
- To provide opportunities for recognition of leadership and service, especially through an annual meeting.
- To encourage and promote high professional standards and maintain a high esprit de corps among all members.
- To promote understanding and cooperation among all extension professionals, and to provide a channel for exchange of ideas.
- To establish and maintain a line of communication with extension administration.
- To provide educational programs for the benefit of the members.
- To work for the benefit and service of members and ultimately for all the Extension customers in Florida.

MEMBERSHIP: Members of EPAF shall be:

- Florida Association of County Agricultural Agents (FACAA)
- Florida Extension Association of Family and Consumer Sciences (FEAFCS)
- Florida Association of Extension 4-H Agents (FAE4-HA)
- Epsilon Sigma Phi –Alpha Delta Chapter (ESP)
- Florida Association of Natural Resources Extension Professionals (FANREP)

ANNUAL MEETING: The annual meeting of EPAF is held each year to provide professional development opportunities and recognition for peers. The meeting location rotates annually among the five Extension Administrative Districts.

BOARD OF DIRECTORS: The EPAF Board of Directors consists of the Chair, the President and President-elect of each of the five professional associations, and the following Standing Committees:

- Facilities
- Registration
- Program Book
- Sponsorships
- Auction
- Retirees
- Exhibits & Posters
- Hospitality
- Professional Development Tours
- Abstracts
- Budget/Audit
- Past Presidents

OFFICES: The offices of Chair, Chair-elect, and Secretary shall rotate annually among the five (5) member associations as follows:

Office	2016	2017	2018	2019	2020	2021	2022	2023
Chair	FAE4-HA	FANREP	FACAA	ESP	FEAFCS	FAE4-HA	FANREP	FACAA
Vice-Chair	FANREP	FACAA	ESP	FEAFCS	FAE4-HA	FANREP	FACAA	ESP
Secretary	FACAA	ESP	FEAFCS	FAE4-HA	FACAA	FACAA	ESP	FEAFCS

- Member association assigned Secretary shall fill it with its president-elect.
- Member association assigned Vice-Chair shall fill it with its president.
- Member association assigned Chair shall fill it with its past president.
- The Treasurer is elected annually by the EPAF Board of Directors.
- Administrative Liaison – appointed by the Dean for Extension.
- Each association has two (2) votes
- Proxy votes

The responsibilities for the annual meeting meal functions are as follows:

**EPAF Board of Directors
Conference Functions Rotation**

Function	2016	2017	2018	2019	2020	2021	2022	2023
Opening	FAE4-HA	FANREP						
Awards Breakfast	FANREP	FACAA						
Retiree's Luncheon/ Friends of Extension	FACAA	ESP						
DSA Banquet	ESP	FEAFCS						
Dean's Admin Conference	*****	****	****	****	****	****	****	****

**** The Dean's Administrative Conference can either start on Wednesday afternoon to include the evening meal and auction and continue through breakfast on Thursday. Or if the budget allows, the Dean has continued through Thursday and adjourned on Friday at noon. The meal functions included in the Administrative portion of the EPAF Annual Meeting are included in the registration fees. However, since no association is in charge of meal functions, associations volunteer to take up the meal tickets at the door.

***** Each year's board should look at ways to improve and enhance the annual meeting whether through speakers, workshops or the scheduling of the program events. Remember "think outside the box;" and just because it has been done the same way for years – does not mean it cannot be changed and/or improved upon. (jb)

EPAF Board of Directors Chair

Job Description: The Chair's responsibility is to oversee the successful planning and organizing of the EPAF Annual Professional Development Meeting and Administrative Conference. The Chair works with the standing committees to see that the annual meeting plans progress in a timely manner. He/she appoints committees as necessary in order for the board to conduct business and plan the annual business. He or she appoints both the Facilities and Registration Chairs.

Duties:

- Prepare agenda for the winter, spring (site visit), and summer board meetings.
- Contact District Director's Office as to whom will be attending board meetings.
- Secure meeting location for both EPAF board and the five (5) professional association boards for winter and summer board meetings.
- Make arrangements for Dean to meet with association boards at winter and summer board meetings.
- Work with committee chairs to see that they are on task with their responsibilities.
- Work with Facilities Chair in contract negotiations, if necessary.
- Work with Treasurer in the preparation of a board budget, if needed.
- Serve as board representative to Extension Dean's Advisory Committee.
- Provide informational assistance, etc., as necessary, for new Annual Meeting Chair and EPAF Board of Directors in preparation for their upcoming annual meeting.
- Encourage Board to recommend Facilities Chair to search for meeting locations approximately 18 months to 2 years out.
- Work with Facilities Chair, Registration, and Treasurer to help incorporate the Administrative Conference into the schedule.
- Work with EPAF Board of Directors to determine annual theme, program, format, workshops etc.
- Provide assistance where needed. Find answers to any questions committee chairs might have.
- Work with all committee chairs to ensure that they meet all deadlines established by other committee chairs.
- Coordinate Florida delegation to PILD, or appoint a designee to coordinate delegation.
- Appoint person for Installation of Officers/Evaluation.

SUGGESTED TIMELINE

September (Last Day of Conference)

1. Take over as Chair for the next year's conference.
2. Set dates for winter, spring (site visit), and summer board meetings.
3. Assign representative to present information at New Agents Orientation (general held in Oct.) Topic is "How Association Membership Can Help You".
4. Introduction of committee chairs.

October-November

1. Encourage Secretary to get minutes out to Board members for any revisions.
2. Secure site for December board meetings.

December

1. Prepare agenda and send to all board members.
2. Convene meeting at appropriate time.
3. Keep meeting running smoothly and on time.
4. Solicit theme and speaker ideas for meeting.
5. Have Facilities Chair give detailed report for site visit in Feb/March.
6. Remind Secretary to get minutes out to board members in January.
7. Begin conversation with Dean's office and other appropriate people on resources for Public Issues Leadership Development Conference (PILD) held in Washington DC each April.
8. Find out who is attending JCEP Officer Training Workshop.

January-February

1. Continue to work with committee chairs on any problems or questions they might have.
2. Remind Facilities Chair to have menu prices for board's approval at March site visit.
3. Remind Registration Chair that board will try to set registration cost at the March site visit meeting.

March

1. Prepare and send out agenda to all board members.
2. Have Secretary send out the minutes as soon as possible.

April-May

1. Work with committee chairs (professional development tours, etc.) to see what they will be putting on the Registration website.
2. May – prepare agenda for June Board meeting and send out to board.
3. Coordinate Florida's efforts at PILD.
4. Communicate on monthly basis with committee chairs to see if they are on track with their timelines and responsibilities. From this point forward will be in regular contact with Registration and Facilities Chairs.
5. See that Past-President's Plaques are ordered for presentation at annual conference.
6. Stress the importance of registering **ALL** Special Guests with Registration Chair (more appropriate to register on line). Also notify Facilities Chair if Special Guests will need a hotel room and what meals they will be attending.

June

1. Convene meeting and keep everyone on task.
2. Work with Awards and Program Book Chair to see that all committees have submitted appropriate information.

July – August

1. Continue to communicate weekly with Registration and Facilities Chair.
2. Remind Association Presidents of what meal function they are in charge of; and also to get their final meeting room set up and any equipment needs to the appropriate chair.
3. Work with Facilities chair on room nights booked to see if the meeting is going to meet the contractual agreement.
4. Have Registration and Facilities Chairs give weekly count on numbers.

September (first day of conference)

1. Meet with EPAF Board of Directors to go over program for any last minute changes.

During Conference

1. Be available for any last minute troubleshooting. Stay in contact with Facilities and Registration Chairs.

Last Day of Conference

1. Conduct post meeting critique with EPAF Board of Directors (either breakfast or lunch last day).
2. Pass gavel/leadership to new EPAF Chair.

NOTES

ABSTRACT COMMITTEE

Job Description: The purpose of the Abstract Committee is to oversee the compilation of the Abstract Booklet, and by working with the Abstract Chairs from the five professional associations, coordinates the five concurrent Abstract Presentations during the Annual EPAF Meeting.

Job Duties:

- Work with the five association chairs in soliciting the proposals from the respective membership.
- Encourage newer members to submit proposals as a way to help them with their Tenure and Promotion Packet.
- Make sure that the submission criteria are adhered to, and that each association screens their own proposals.
- See that there is a well-balanced, diverse number of abstracts to be presented.
- Work with Facilities Chair in seeing that the five breakout rooms are set up accordingly, and that all necessary equipment is available. The Abstract Chair for each association brings in all of the equipment they might need – such as extension cords, overheads, screens, etc.
- Communicate with Abstract Chairs the importance of keeping on time within each room, and adhering to the printed schedule. It is not advisable to alter the schedule once it is printed.
- Post schedules of presentation outside of each of the five (5) rooms.
- Send Electronic Abstract booklet to EPAF web master.

NOTES

SUGGESTED TIME TABLE FOR ABSTRACT PRESENTATIONS

WHAT	WHEN	WHO
1. Send out a reminder to Association Abstract chairs to remind them the call for abstracts will be sent to all agents and specialists by May.	by April	Abstract Committee
2. Send memo and call for abstracts to all agents and specialists in your respective Association.	by May	Abstract Committee
3. Send a reminder notice to all Agents, Specialists, etc., via electronic mail.	by May	Abstract Committee
4. Post to share point.	Postmarked by June	Agents
5. Abstract Committee forward abstracts to Association Abstract Chairs.	by June	Abstract Committee
6. Association Abstract Chairs will compile abstracts for their respective association, presentations and forward to the Abstract Committee based on time available.	by July Must be postmarked by this date!!	Association Abstract Chairs
7. Abstract Committee compile selected abstracts into electronic format for web posting.	by July	Abstract Committee

ASSOCIATION PRESIDENT'S RESPONSIBILITIES

Job Description: The responsibility of the association president is to serve as the conduit between the EPAF Board and his/her professional association.

Duties:

- Report to respective association the business of the EPAF board. Ask for feedback to the board, if appropriate.
- Follow up with appropriate association committee chairs to see that deadlines are met for program, awards, registration of special guests, etc.
- Work with Registration Chair, Facilities Chair, Award & Program Book Chair, and EPAF Chair to ensure the smooth running of the conference.
- Support the EPAF Chair and other board members in decisions made.
- Appoint members of association to serve on EPAF Committees as necessary.

NOTES

AUCTION COMMITTEE

Job Description: The purpose of this committee is to provide an avenue for additional funding for the five professional associations and EPAF.

Job Duties:

- Coordinate with Facilities Chair for arrangement of room in which auction is to be held. (Number of tables, microphone, etc.).
- Coordinate with Facilities Chair for auction items to be dropped off and stored in secure location until time of auction.
- Recruit person to facilitate the Silent Auction.
- Develop flyer to be put on EPAF website announcing the auction and asking for items to be donated.
- Secure the auctioneer, and arrange with Facilities Chair and Registration Chair his room and meals.
- Send out message reminding membership to donate items for the auctions. Also need to encourage them to purchase items.
- Print bid sheets (if necessary).
- Secure an area away from the tabulators for the Cashier to accept payments.
- Recruit members to help record the sales during the auction.
- Announce Silent Auction winners during the Live Auction.
- Recruit a chair-elect with chairs approval.

SUGGESTED TIMELINE

March (site visit):

1. Coordinate with Facilities Chair the need to have tables around the room for both Live and Silent Auction Items.
2. Coordinate with Facilities Chair a place to drop off items.

May

1. Develop flyer or letter to go on EPAF website announcing auction and asking for items.

June

1. Secure the auctioneer.
2. Register the auctioneer with Registration Chair and work with Facilities Chair on reserving his/her room. Need to identify how many nights and how many meals that EPAF is responsible for.
3. Send out reminder e-mail about auction and auction items. May want to include what the monies are used for and how they are distributed.

August – September

1. Send final reminder about auction.

2. Make sure there are enough bid sheets.
3. Recruit cashier, and committee to help with the recording of sales.
4. Work with Facilities Chair to make sure there are enough tables to hold all of the items.
5. Work with Auction Committee members in seeing that only high ticket items are on the Live Auction.

September

Day of Auction

1. Organize auction items. Put in order of sale and number the items.
2. Set up cashier's table to collect money.

After the Auction

1. Confirm auction totals, and prepare report.
2. At the end of Auction all items should be paid for and picked up. EPAF is not responsible for any items left.

NOTES

PROGRAM BOOK COMMITTEE

Job Description: The purpose of the Awards and Program Book Committee is to collect, organize, write and publish the Awards Booklet and Program for the Annual EPAF Professional Development Meeting. The Committee Chair is responsible for organizing the booklet in such a format that follows the day-by-day schedule of the conference. He/she is also responsible for listing all of the awards and award winners who are to be recognized throughout the meeting.

Job Duties:

- Contacts each of the five Associations' Awards Chairs for a list of the awards to be given out and the winners. Depending on the award, a short bio and picture may be applicable.
- Sets a deadline that is agreeable with EPAF Board and notifies the Awards Chairs when all information is due. Chair may have to notify Association Awards Chairs sponsorship and Presidents several times to accomplish this.
- Work with the Facilities Chair in securing the final conference schedule and room assignments of all meetings for inclusion in the program book.
- Send draft Abstract, Facilities, Res, Treasurer, Chair.
- Establish guidelines as to format, font, length of written bio, picture size, etc. as to what is acceptable for printing.
- Work closely with ICS to ensure that the program is correct.
- Work closely with Sponsorship Chair to include any donors, companies, etc. in the program.
- Works with Registration Chair in determining the number to be printed. Turn in Program to ICS.
- Submit bill to Treasurer for payment.
- Get printed booklets to Registration Chair prior to conference for inclusion in the registration packet.

SUGGESTED TIMELINE

December

1. Hand out copies of previous year's program booklet for evaluation of layout, etc.

March – June

1. Set deadline as to when all information is due.
2. Communicate with appropriate association Award Chairs as to what needs to be submitted.
3. Establish criteria for submission (ie. length, font, picture, etc.)

June – July – August

1. Establish final conference schedule and room assignments with Facilities Chair.
2. Make any necessary revisions to booklet.
3. Send to printers.
4. Deliver booklets to Registration Chair.

FACILITIES CHAIR

Job Description: The purpose of the EPAF Facilities Committee is to select, negotiate, and secure an appropriate site for the EPAF Annual Professional Development Meeting and Administrative Conference.

The chair of this committee is responsible for negotiating a workable contract with the hotel for the benefit of the EPAF Board of Directors and the five professional associations that fall under the board's leadership.

The Facilities Chair becomes the main contact with the hotel on anything having to do with the annual meeting.

The Facilities Chair begin looking for an appropriate location 18 months to two years out. The length and size of our annual meeting dictates a larger general session area for meals and 15 – 20 smaller breakout areas that can accommodate 75 – 125 people.

Job Duties:

- Locate several hotels/sites appropriate for the EPAF Annual Meeting. Prepare presentation for board members.
- Facilities Chair and Treasurer should negotiate a contract with the approved hotel.
- Secure a copy of the previous year's hotel contract and meal counts to use in negotiating the contract.
- Negotiate meeting and meals for approximately 350 – 425 people.
- Select menus for the 8-11 meal functions, determine the price of each meal, and what it includes.
- Negotiate prices of breaks.
- Negotiate the cost of AV equipment and what we are allowed to bring in.
- Secure a suite for hospitality.
- Determine how many rooms and up-grades are allowed based on room nights.
- Get rate for internet connectivity.
- Work with the five Association Presidents in room set-up for membership meetings.
- Coordinate with Registration Chair the registration numbers and meal counts.
- Coordinate/or delegate a person with Dean's Liaison on the administrative portion of the annual meeting.
- Work with each of the Award Chairs/Presidents from the five associations in arranging hotel rooms for special guests.
- Work with Sponsorships Chair in making sure all sponsors, vendors, etc. have a hotel room (if applicable).
- Work with Exhibits Session Chair in securing a location and number of tables needed for the Exhibits Session.
- Work with Auction Committee Chair in seeing that there are sufficient tables for auction items. Secure room for Auctioneer (if necessary).
- Work with hotel contact/chef to see if they can provide for any special dietary needs. Must be reasonable in requests.
- Give hotel contact the final meal count and registration numbers week prior to meeting.

- Arrange with hotel to have a final pre-con meeting.
- Keep EPAF Board apprised of any changes in scheduling, etc.
- Continue to communicate with various chairs and hotel as to any unexpected requests.
- Meet with Treasurer and hotel staff to settle final bill.
- Work with hotel registration staff for number of complimentary rooms and VIP upgrades.
- Negotiate with hotel on any outside food being brought in other than in hospitality suite.
- Contact appropriate person about getting ice delivered to hospitality suite.
- Be available during annual meeting for any “troubleshooting” that might become necessary.
- Work with hotel on hosting the EPAF Board of Directors Mid-Year Meeting.
- Pass on Facilities Chair notebook to next person. This has samples of contracts, BEO’s, and samples of menus and prices.
- Arrange for breakout room signage with the hotel on a day-by-day basis.
- Work with hotel on any AV equipment that will need to be rented from them.
- Secure space in hotel for any exhibitors that don’t go through Poster Session or Sponsorships for exhibit space. (example: IFAS Bookstore).
- Work with Dean’s Liaison for any special exhibits/reception they may want to have at a specified time.
- Try to accommodate all special requests for meeting space, exhibit space, etc.
- Work with hotel contact on securing a locked room for the storage of computers, auction items and other miscellaneous equipment. The Facilities and Registration Chairs are typically the only ones who have the key(s) to this room.
- Work with EPAF Board of Directors and any special committees in seeing that the overall annual meeting runs smoothly.

SUGGESTED TIMELINE

December

1. Discuss with EPAF Board the location of the next year’s meeting and any scheduling conflicts that might occur.
2. Set date for Mid-year Meeting – recommends March for site visit.
3. If contract has not been signed, discuss any concerns or issues that have come up in conversation with the hotel.
4. If site for the following year is being considered, entire board hears presentation, and offers any suggestions, and approves location for the next meeting.
5. It is the Facilities Chair responsibility, throughout the year, to answer any questions for the next year’s meeting as well as handling the current meeting.

January – February

1. Send out notice to EPAF Board on selected date for March site visit. Send directions to the hotel as well as confirming those that will be coming in the night before so that rooms will be reserved in their name. It is up to the Facilities Chair to make the reservations for those needing a room.

February – March

1. Send out notice of who is coming to the March site visit and the tentative plan – such as lunch being provided by hotel or on our own, tentative time for tour of hotel, and meeting the hotel contact. Coordinate with EPAF Chair in planning time on the agenda for hotel tour, etc.
2. Communicate any other information the board might need to know concerning the site visit.
3. Coordinate with Awards and Program Book Chair the location of all meetings and meeting schedule.
4. Discuss with EPAF Board possible room set ups for all of the meal functions and breakout rooms.

April – June

1. Communicate with EPAF Chair frequently on the status of planning and preparation.
2. Send out e-mail to association Award Chairs and Sponsorships Chair reminding them to let you know if any of their special guests will need a room and what meals they will be attending.
3. Verify with Treasurer Registration Chair any changes to registration cost before information is posted on the website.
4. Confirm with Treasurer and hotel that direct billing account has been established.
5. Confirm with hotel that Master Account has been established.

July – August

1. Communicate with hotel any additional meeting request that has been received. Such as any additional meeting rooms, equipment, etc.
2. Coordinate with Exhibit Chair the number of exhibits that have registered and number of tables that will be needed.
3. Send final room assignments and a map of hotel floor plan to Awards and Program Book Chair for printing purposes.
4. Communicate and confirm with all Committee Chairs of any changes, additional equipment needs, room set up, etc. This information will then need to be conveyed to the hotel contact.
5. Remind all concerned the importance of registering special guests.

August – September

1. After registration deadline, get weekly updates as to hotel reservations. This is to ensure the contacted room nights are met. Work with hotel if the need arises to reduce the block or open up more rooms.
2. Begin receiving weekly meal count updates from Registration Chair. Also, get special meal requests.
3. Verify and sign all of the hotel BEO's. These will verify what has been contracted for. There will be a BEO for each function throughout the weekly meeting.
4. Confirm with Dean's Liaison any additional requests for the Dean's Administrative Session.
5. Confirm with hotel on the Hospitality Suite.
6. Give hotel contact list of names that will go on the Master Account and their arrival and departure dates. Also confirm the "comped" rooms and any upgrades allowed because of room nights being met. **"Comped" refers to rooms that the individual does not pay for – does not necessarily mean "comped" by the hotel.** Typically EPAF Chair, Registration Chair, Facilities Chair, Treasurer's, rooms and hospitality suite are comped for the conference.

September

1. Give final meal counts to hotel week before meeting is to begin. This includes the number and type of special meals.
2. Confirm all meeting times and room set up with the hotel.
3. Be available when Registration Chair arrives, and assist in help with registration set up.
4. Facilities Chair is the direct contact with the hotel. Remind EPAF Board that any changes to the meeting schedule, time, any set up concerns, etc., need to be handled through the Facilities Chair
5. Attend pre-con meeting with hotel and EPAF Chair, Treas. the morning prior to meeting beginning.
6. Work with hotel contact Treasurer on finalizing final hotel bill as to hotel rooms on the master account, and all equipment charges.
7. Sign bills at end of day for all meeting functions that took place. Please look over carefully to make sure they are correct give copies to Treasurer.
8. On last day of meeting, arrange to meet with EPAF Treasurer and hotel billing personnel to finalize the bill and make arrangements for payment.

NOTES

HOSPITALITY COMMITTEE

Job Description: The committee is to provide a place for relaxation and camaraderie after a day of business and work.

Job Duties:

- Coordinate with Facilities Chair a Hospitality Suite to be used throughout meeting.
- Work with Facilities Chair and hotel to ensure that ice is available during hours room is open.
- Announce hospitality hours at various functions during meeting.
- Purchase all supplies and set-ups.

SUGGESTED TIMELINE

December

1. Establish Hospitality Suite's availability at meeting with Facilities Chair.

March

1. Tour Hospitality Suite during site visit for arrangement of room.

July – August

1. Confirm that Hospitality Suite has separate bedroom for Hospitality Chair.
2. Check with Facilities Chair on any last minute requests.

September

1. Purchase supplies.

NOTES

PROFESSIONAL DEVELOPMENT TOURS COMMITTEE

Job Description: To provide brochures, maps, etc., of points of interest in the area where the annual meeting is being held. The Chair of this committee is usually someone local that can provide information on the area, such as shopping, restaurants, golf courses, museums, etc.

Job Duties:

- Contact local Chamber of Commerce or Visitors and Convention Bureau for pamphlets and brochures to put in registration packets.
- Develop a list of interesting things to do and see in the area to be posted on the EPAF website.
- Provide directions and any additional information, if possible.

SUGGESTED TIMELINE

March

1. Have tentative list of points of interests for discussion at meeting.

June – August

1. Develop list to be added to website. This should include any cost, driving distance from hotel, etc.
2. Gather information and deliver to Registration Chair to be inserted in Registration Packets.

September

1. Answer any questions on area as they arise.

NOTES

REGISTRATION CHAIR

Job Description: The purpose of this position is to develop and distribute the EPAF registration packet to all IFAS faculty inviting them to attend the Annual EPAF Professional Meeting and Administrative Conference. This committee will also handle all incoming meeting registrations and report meeting figures to the appropriate committee chairs.

Job Duties:

- Determine with Facilities Chair Treasurer the cost of annual meeting registration.
- Determine with Facilities Chair location of the Registration Table.
- Set date that registration information will be distributed to IFAS faculty.
- Coordinate with Retiree's Committee Chair the mailing of special registration packet to retirees.
- Post all registration information on the EPAF website, or delegate this assignment to someone else.
- Coordinate with Facilities Chair Treasurer cost of each individual meal function for inclusion for separate ticket purchases.
- Coordinate with Sponsorships Chair, and the five association Awards Chairs/Presidents the registration of any special guests.
- Work with TCS in the purchasing of name badge holders and the printing of the name badges for attendees. **The Registration Chair has the authority to approve the graphic design for the name badges.**
- Notify the EPAF Program Book Chair the times the Registration Desk will be open.
- Registration area serves as an area for posting messages and info.
- Work with Dean's Liaison with any special guests that might be attending from Administration.
- Send out e-mail reminders about the approaching deadline.
- Design and print meal tickets for inclusion in registration packet.
- Compile registration packets to hand out at the annual meeting.
- Coordinate with the Program Book Chair when booklets will be delivered to either Registration Chair.
- Secure additional help (2-3 individuals) to help during registration hours.
- Deliver all registration monies to the EPAF Treasurer.
- Submit any bills to the Treasurer for payment.
- Handle "on-site" registrations at the annual meeting.
- Work with the Facilities Chair to determine the number attending meeting and attending each of the meal functions.
- Follow established dates for refunds.
- Report final meeting numbers to EPAF Chair and other Board members.
- Provide Treasurer a final copy of registration cost per association to each of the five professional associations for reimbursement to EPAF. This includes expenses for special guests and award winners.
- Handle any questions that might arise during the course of the registration process.
- Registration desk needs to have a map of the hotel available for any questions as to location of workshops, etc.
- No refunds will be given after 5pm on Tuesday.
- Generate receipts for inclusion in the registration packets.

- Have general office supplies on hand as well as computer and printer.
- Work with Professional Development Tours Committee for any information they might want included in registration packet.

SUGGESTED TIMELINE

December

1. Provide the EPAF Board with final evaluation of the registration committee and offer any suggestions for improvement for next year.

March

1. Notify the Awards Booklet Chair times registration desk will be open.
2. Coordinate with Facilities chair location for registration desk and number of chairs and tables needed.

May – July

1. Design and post on website the EPAF Registration Packet (**should be online**).
2. Work with Retiree's Chair in developing registration packet for retirees. Will need to have individual meal costs for their packet. Mail retirees registration packet.
3. Notify appropriate awards chairs and Sponsorship Chair that they need to register all special guests through the website.
4. Line up additional people to help at registration table.
5. Begin sending any monies collected to Treasurer.
6. Purchase name badge holders.
7. Work with ICS in the designing and printing of the name badges.

July – August

1. Design and print meal tickets for inclusion in registration packet.
2. Continue to register meeting attendees, and generate receipts.
3. Begin sending initial numbers to Facilities Chair and other board members.
4. Send out reminder email about registration deadline.
5. Continue to send any monies to Treasurer.
6. Answer any registration questions as they arise.
7. Process any refund requests that have been received.
8. Send any special dietary meal requests to Facilities Chair.

August – September

1. Compile registration packets to hand out at annual meeting.
2. Give final meal counts and total meeting numbers to Facilities Chair the week before the meeting.
3. Keep folder of any refund requests for board approval (if necessary).
4. Final e-mail to appropriate persons for registering special guests.
5. Compare with Facilities Chair the names of special guests registered and hotel registrations.
6. Give Retirees Chair names of retirees and their spouses attending the meeting.

September

1. On Friday prior to meeting, give any updated numbers to Facilities and EPAF Board Chairs.
2. Distribute registration packets at appointed times during the annual meeting.
3. Have printout of all paid registrations.
4. During meeting collect any unpaid registrations.
5. Handle any "on-site" registrations.
6. Work with Treasurer in billing appropriate association for any meeting expenses that went on the master account.
7. Coordinate with Facilities Chair to have meals delivered to those working the registration desk during meal functions.
8. Submit any bills for payment to Treasurer.
9. At post board meeting – present before the board any request for refunds.
10. Make notes for next year's meeting as what needs to be changed.

NOTES

RETIREE'S COMMITTEE

Job Description: This committee is made up of extension retirees who help organize the Retiree's Luncheon at the annual meeting. This committee can help identify potential donors, speakers, etc. for the meeting. They also help maintain a historical perspective of the EPAF Annual Meeting.

Job Duties:

- Work with Registration Chair in developing the Retiree's Registration Packet.
- Work with Deans Office and the EPAF Registration Chair in compiling an up-to-date mailing list of retirees.
- Chair of Retiree's Committee should write an introductory letter to all retirees that is included with the registration packet.
- Facilitate the Retiree's Luncheon – introducing all retirees and their spouses. Recognizing any special accomplishments, etc. over the past year.

SUGGESTED TIMELINE

March – June

1. Identify the person that will facilitate the Retiree's Luncheon.
2. Compile an up-to-date list of retirees with current addresses.
3. Write introductory letter.

June – July

1. Work with Registration Chair in getting all registration information (hotel, tours, directions, cost, etc.).
2. Mail out registration packet.
3. Work with Dean's Liaison for Retiree's Meeting with the Dean.

August – September

1. Get names of retirees and their spouses that are registered for EPAF meeting. Can get these from Registration Chair.

September

1. Get with Association President in charge of Retiree's Luncheon to coordinate times, introductions, special presentations, etc.
2. Work with Dean on Retiree's meeting.

NOTES

EXHIBIT SESSION COMMITTEE

Job Description: The purpose of this committee is to provide a time dedicated to showcasing new and exciting information on new technology or programming being conducted by IFAS faculty and association members. A specific time is set aside whereby tabletop and freestanding exhibits are on display. The exhibitors are not only IFAS faculty.

Job Duties:

- Coordinate with Facilities Chair an area for the Exhibit Session. Determine the time and number of spaces/tables that will be available.
- Coordinate with Sponsorship Chair on any space needed for vendors/meeting donors.
- Send out email to all faculty encouraging them to submit a proposal for the Exhibit. This email will include an entry form requesting brief description of exhibit, and any special requests such as electricity.
- Sends out acknowledgement to all participants.
- Confirm with Facilities Chair the number of exhibits and their location.
- Coordinate with Dean's Liaison any special vendors or exhibits coming in.
- Prepare signage for exhibit.

SUGGESTED TIMELINE

March – June

1. Send out email requesting participation in Exhibit Session setting deadline for entry forms to be returned.
2. Review applications and select.

June – July

1. Confirm with Sponsorship Chair any sponsors/donors/vendors setting up exhibits in the Poster Session.
2. Confirm with Program Book Chair the times of the Exhibit Session.

August

1. Notify exhibitors that they are responsible for bringing all of their own equipment such as a/v equipment, extension cords, easels, etc.
2. Confirm with Facilities Chair the number of tables needed for the Poster Session.
3. Make signs.

September

1. Put signs on table where each exhibitor is to be setting up.
2. Be available during the set up and break down times to answer any questions and to "troubleshoot" if necessary.

NOTES

EPAF SPONSORSHIP COMMITTEE

Job Description: This committee is responsible for soliciting and obtaining sponsorships for the EPAF Annual Meeting. The committee works with the Treasurer and Chairs of the Program, Facilities, Registration, and Poster Session Committees.

Job Duties:

- Send out letters to potential sponsors, and follows up with personal phone calls.
- Coordinate recognition of sponsors with the association presidents of each meal.
- If necessary, coordinates the participation of sponsors at annual conference.
- Coordinate with Facilities Chair and Registration Chair any rooms or meals for sponsors.
- Coordinate with Facilities Chair and Poster Session Chair any space that might be needed for exhibits.
- Coordinate with Program Book Chair to ensure that the names and levels of sponsorships are included in the booklet.
- Send thank you notes to sponsors after the conference thanking them for their support, or can be delegated to specific board members to write thank yous.
- Work with EPAF Treasurer to ensure that funds have been received and deposited.

SUGGESTED TIMELINE

September – November

1. Review and update potential sponsors contact list.
2. Send out thank you notes to sponsors.

December

1. Contact Program Chair to confirm deadline for printing/sponsorships information.
2. Send out letters to potential sponsors with July or earlier as a deadline for sponsoring portion of conference.

January – July

1. As it is received, send sponsorship money to EPAF Treasurer.
2. Contact Facilities and Poster Session Chairs to confirm number of booths needed and/or floor space.
3. Contact Facilities and Registration Chairs if rooms and meals are needed for sponsors.

February

1. Follow up with personal phone calls to potential sponsors – may need to send follow up letter.**July – August**

1. Confirm with Programs Chair deadline, and send information for printing in program.
2. Send Programs Chair any graphics/logos.
3. Continue to send money to Treasurer as it is received.

September

1. Confirm with Facilities and Poster Session Chairs final number of booths/exhibits being used by sponsors.
2. Confirm with association presidents' correct titles, etc. of sponsors to be recognized at the various meal functions.