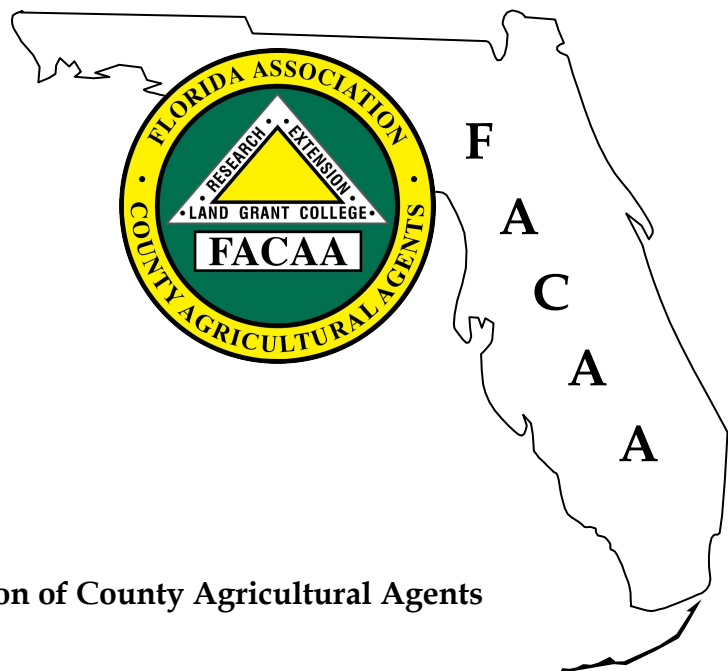


# FACAA

## *Committee Handbook*



Florida Association of County Agricultural Agents

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This handbook was developed to help members understand FACAA committee responsibilities and associated deadlines. This handbook is intended to be updated constantly by new chairs as responsibilities change.

FACAA has a list serve (batch email) setup on the IFAS email system. The FACAA list serve address is [FACAA-L@LIST.IFAS.UFL.EDU](mailto:FACAA-L@LIST.IFAS.UFL.EDU). This is the recommended way to communicate with FACAA members. This list serve is updated by the FACAA Treasurer. Two important web sites to mark as favorites on every FACAA member's computer are: (1) <http://faca.ifas.ufl.edu> and (2) <http://www.nacaa.com>.

Several FACAA committees are linked to NACAA. This means the NACAA structure requires member state associations to conduct the work of these committees. NACAA-linked committees are organized in one of three national "councils". The councils are:

1. Program Recognition (Awards and Recognition)
2. Extension Development
3. Professional Improvement

#### Program Recognition

This component contains the award based programs that have been a very traditional part of NACAA. Members can enter competitive contests that highlight the following areas: Communications, Extension Programs, 4-H & Youth, Professional Excellence, Public Relations, Recognition and Awards, and Scholarship. Current programs that target specific subject matter or include a travel study tour will be assigned to the appropriate Professional Improvement Committee or Extension Development Committee. As new competitive awards programs are introduced they would be placed into this block. All programs in this component are expected to identify sponsors and secure adequate funding to operate each award activity. Where possible the sponsor's funding should include all committee expenses.

#### Extension Development

This component is designed to enhance our members in the area of general Extension training. One common thread among NACAA member is the fact that we are all Extension Agents/Educators. Therefore it is imperative that our organization strengthen and continue to offer training in how to become a better extension professional. This is the one area that effectively separates NACAA from other subject specific professional organizations. These sub-areas would not be subject matter specific, but rather would cover broad, general extension related topics that could focus on the following: Public Relations and Agriculture Issues, Early Career Development, Administration Skill Development, and Teaching and Educational Technologies. Each of these broad headings would become a Committee.

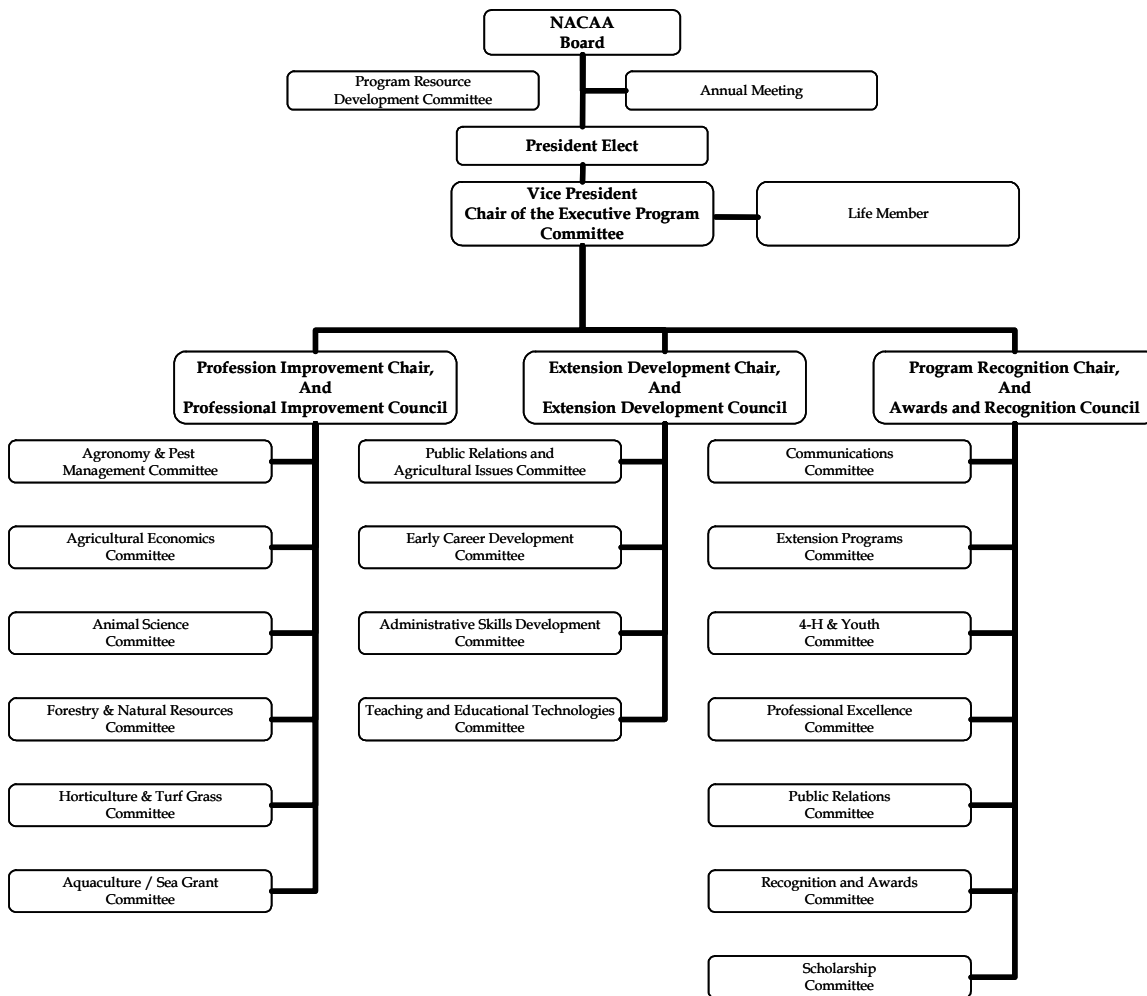
#### Professional Improvement

Our members have indicated a need for opportunities to present and receive specific subject matter information. This component was created and designed to better fulfill our mission: "...to further the professional improvement of our members...", as written in the NACAA mission statement. This area is devoted to enhancing the opportunities for our members to become more knowledgeable and competent in subject matter areas in which they work. Examples of training activities that might be included within this category include: discussion groups, seminars, refereed papers, demonstration sharing, study tours, and

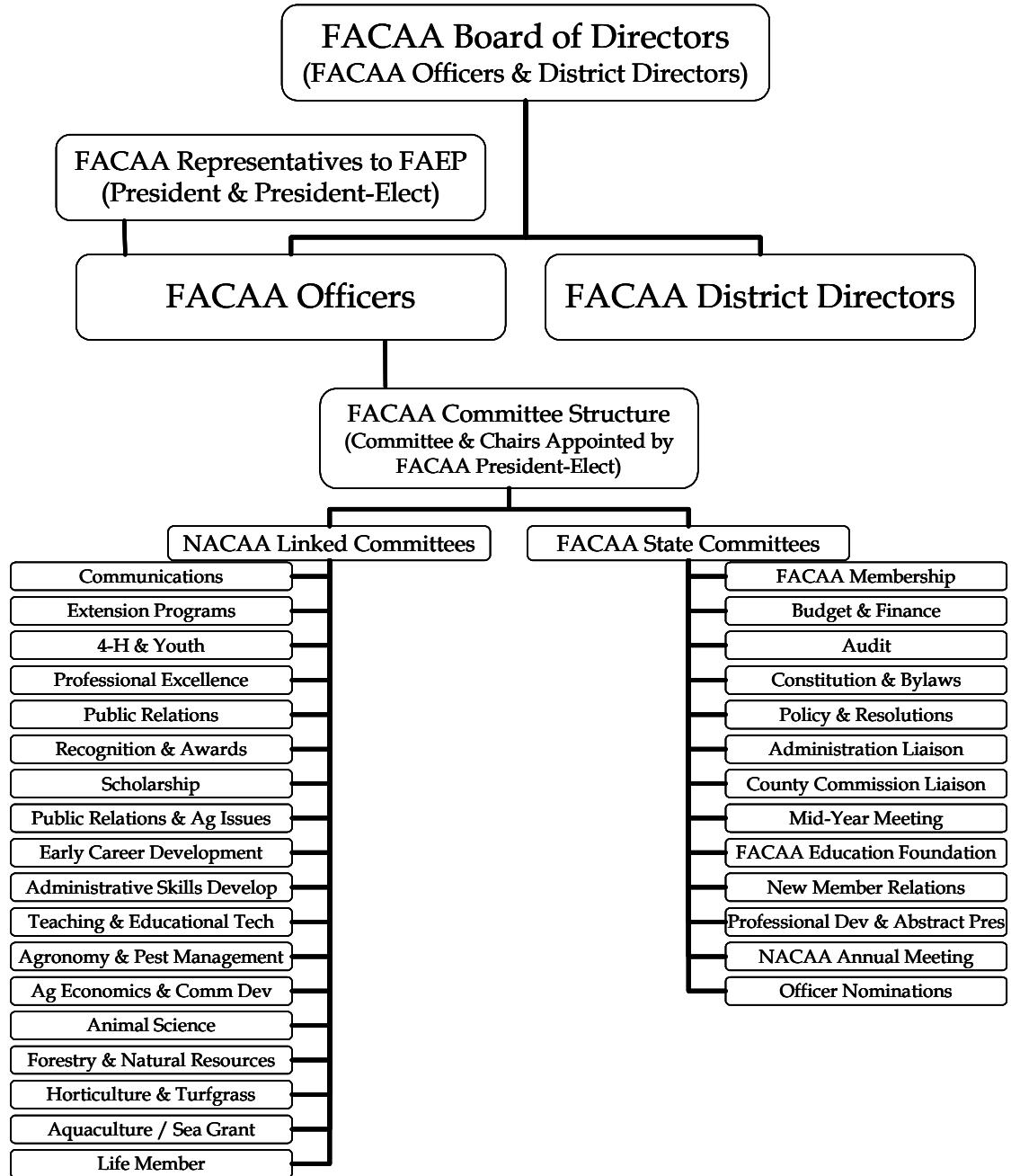
interstate/international exchanges. Six broad, fundamental subject matter areas were identified that would encompass the vast majority of work done by Extension agents/educators across the country. That list includes: Agronomy & Pest Management, Agricultural Economics and Community Development, Animal Science, Forestry & Natural Resources, Horticulture and Turfgrass, and Aquaculture/Sea Grant. Each of these six broad subject matter areas would comprise a Committee. Additional committee categories can be added in the future or existing areas modified to better meet the needs of NACAA members. Each of these broad groups under the Animal Science Committee might include: Range/Pasture Management, Bio-Technology in Livestock, Beef Nutrition, Dairy Breeding, Swine Genetics, Rotational Grazing, and Animal Waste Management. This short list is not meant to be all inclusive.

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

### NACAA Structure



# FACAA Structure



**Approved Policy  
State Committee Chair Participation in  
NACAA Awards Programs**

1. For state committee chairs serving on the Professional Improvement (PIC) and Extension Development Committees:

A. If the state committee chair of a PIC or EDC committee DOES NOT apply for any of the professional improvement program/s their committee is responsible for, which require an application to participate in, they will rank all the applications at the state level. The state chair will forward the ranked applications to the regional vice chair by the designated deadline.

B. If a state committee chair of a PIC or EDC committee DOES apply for any of the professional improvement program/s their committee is responsible for, which require an application to participate in, they will forward all applications unranked to the regional vice chair. The regional vice chair will make arrangements for ranking the applications for that state.

2. For state committee chairs serving on the Program Recognition Council Committees:

A. When a PRC committee chair DOES NOT apply for an award program(s) that their committee is in charge of, the state chair will go through the normal selection process and forward the top place winner from the state to their regional vice chair.

B. When a PRC committee chair DOES submit an application for an award program that their committee is in charge of and the state chair is selected as the state winner, their application along with the second place state application will be sent on to their regional selection committee to verify and agree with the state ranking. The regional selection committee has the final authority in selecting the state winner.

3. Any applicant selected as a state winner is not allowed to participate in any regional awards/professional improvement selection committee.

## Communications

**Committee Responsibilities:** To solicit, judge, forward winning entries to Southern Region- NACAA, mail all entries and judges comments back to entrants.

### Monthly Duties:

*October- November:* Welcome committee members and outline expected duties and timeframe.

*February:*

- Solicit Entries to all FACAA members using the list serve. Include the categories, and rules. Also include the NACAA website where the Communication Guidelines can be found or where in the County Agent Magazine.

*March:*

- Set up time and place with committee to judge entries.
- Obtain judges score sheets and make copies.
- Organize the entries into categories.
- Look over entries to make sure they are complete.
- READ Guidelines for the Communications in the County Agent Magazine, to be familiar as to where to find answers when problems come up during judging.
- Judge entries, Submit results to NACAA. Return all other entries to the entrants along with judges score sheet.

*April:*

- Send out list of State Winners and Regional winners (if applicable) out to the FACAA list serve.

*June:*

- Submit committee report to chair of FACAA annual report.

### Important Deadlines:

- March 15 – entries due to state chair
- June – Submit committee report for FACAA Annual Report.

**Awards & Plaque Information:** Get list of state, regional and national winners to awards chair.

## Extension Programs

**Committee Responsibilities:** The objective of the Extension Programs Committee is to promote and recognize quality program efforts of NACAA members. Also, to design methods of transferring such excellence in programming to other County Agents across the United States.

Conduct recognition programs in program development, implementations and evaluation by NACAA members, including:

- Crop Production Program
- Livestock Production Program
- Farm and Ranch Financial Management Program
- Remote Sensing and Precision Agriculture
- Landscape Horticulture
- Small Farms

State Chair Responsibilities:

- Advertise and encourage participation from all members of FACAA.
- Obtain a “current” list of FACAA members (from FACAA Treasurer).
- Put together committee to judge entries (use the Extension Programs Committee Members).
- Review each entry to ensure eligibility requirements, general application form, entry and documents meet NACAA rules. Also, an abstract is required with each entry.
- Judge the entries and submit State winners in each category to the Southern Regional Chair. The deadline in 2006, to get them submitted to the Regional Chair, is April 1.
- The categories of competition include the following (2006):
  - Search for Excellence in Crop Production
  - Search for Excellence in Livestock Production
  - Search for Excellence in Farm and Ranch Financial Management
  - Remote Sensing and Precision Agriculture
  - Landscape Horticulture
  - Young Beginning, or Small Farmer/Rancher

Note: Extension Programs National Chair, Southern Regional Chair, and the State Chair will be listed in the back of the “Special Edition County Agent Magazine.” This is the January issue which contains all entry forms, rules, categories, instructions, etc. for all NACAA recognition programs.

**Monthly Duties:**

*September:* Secure committee member list for Extension Program Committee.



*October:* Study and become familiar with rules and requirements of the professional improvement programs you will be responsible for membership of your goals. Welcome committee members and outline expected duties and timeframe.

*November:*

*December:* Follow up on encouraging member participation. This is an excellent time to remind members because most are writing up or finishing their FAC reports, and the program activities are fresh in their minds.

*January:* Develop and send professional improvement program reminder to all members of FACAA. Encourage participation in the categories mentioned above. Prepare another reminder and encouragement to be sent out directly behind receipt of the "Special Edition" of the County Agent Magazine which contains all professional improvement opportunities.

- Be sure to emphasize the due date!
- Be sure they know the correct address to send the entry to.

*February:* If you have not already done so, develop score sheets from rules section of each category. These will be used by committee members during judging. You should also contact all committee members and setup method, and time deadline for judging.

*March:* Receive, review, and verify each entry so that it is compliant with NACAA rules.

Arrange for committee members judging as soon as possible after the March 15<sup>th</sup> receipt deadline. At this point, you only have about two weeks to submit the State winners entries to the Southern Regional Chair, by April 1<sup>st</sup>. (Contact Southern Regional Chair to verify deadline date.)

Entries not forwarded to Regional Vice-Chair should be returned to members. Express appreciation for their effort in developing the entry and encourage agents to submit an entry another year.

*April:* Submit names of State winners for each category to FACAA Recognition and Awards Committee Chair. They have to be notified so plaques can be ordered.

*May:* Write up and submit Extension Programs Committee Report and submit to FACAA Vice-President. He is responsible for having it

published in the FACAA Annual Report. Typically, this report is due in late May or early June as a deadline.

*June:*

*July:* Submit committee report to chair of FACAA Annual Report.

*August:*

*September:* Attend EPAF meeting(s) and give brief presentation of Committee report at FACAA Annual Business Meeting and be prepared to make presentation to winners at Awards Program. (Check EPAF Awards Program Agenda for more information on presentation of awards.)

**Important Deadlines:**

- March 15 - Deadline for receiving entries!
- April 1 - Deadline for sending State winning entries to Southern Regional Chair.
- July - Submit committee report for FACAA Annual Report.

**Awards and Plaque Information:** Five of the 6 categories above offered the following awards in 2006.

State Winner \$50.00

Three (3) National Finalists \$250.00

National Winner \$500.00

The Young, Beginning, Small Farmer/Rancher monetary awards at each level was double in 2006.

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

Recruit award nominees and judges for the 4-H Award to form committee.

4-H Chair qualifications: Ideally a 4-H Agent, or an Agent with significant 4-H responsibilities and experience based on their ROA/POW.

Review applications for Search for Excellence in 4-H and Youth Programming Application with a deadline of 3/15.

## Professional Excellence

### Committee Responsibilities:

- This committee reviews and accepts applications and submissions for the Poster Session at the NACAA Annual Meeting/Professional Improvement Conference (AM/PIC), held each year. These posters are peer-reviewed at the regional level and can be considered as peer-reviewed papers/presentations for purposes of promotion and permanent status.
- Review the abstracts for acceptability to represent FACAA.
- Ensure that authors are members in good standing with FACAA.
- Ensure that submissions are in proper form and style, including paperwork filled out properly.

### Monthly Duties:

*October – November:* Welcome committee members and outline expected duties and timeframe.

*December:*

*January:* Chair advertises to FACAA members the need to have applications and abstracts submitted by the deadline, and inform them of the requirements for submitting abstracts.

*February - March:* Chair accepts applications and abstracts in written form and computer disk with abstract in digital form, and acknowledges receipt of submitted materials.

*March 15:* Chair compiles and distributes abstracts to the Committee for review. Determine if submitting authors (only) are current FACAA members in good standing. Assist submitting authors in making necessary corrections to abstracts or forms, if needed.

*March 15-April 1:* Receive abstract approvals from Committee members. Following Committee approval, the Chair compiles applications and abstracts and submits *all approved abstracts* to the NACAA Southern Region Vice-Chair. Notify submitting authors that their abstracts were forwarded to NACAA, or that their abstract was rejected by the Committee, whichever action is applicable.

*June:* Remind submitting authors whose abstracts were forwarded of the requirements of NACAA concerning attendance at AM/PIC and presentation of the poster.

*July*: Submit committee report to Chair of FACAA Annual Report.

August:

September:

Important Deadlines:

- *March 15* - Application and abstract submission deadline.
- *April* - Forward approved and correct submissions to NACAA Southern Region Vice-Chair. Specific date determined by Region Vice Chair.
- *July* - Submit committee report for FACAA Annual Report.

Awards and Plaque Information: Submit names of participants to Awards Committee Chair.

## Public Relations

**Committee Responsibilities:** This is a NACAA-linked committee responsible for programs conducted in the area of public relations. This committee is responsible for the Public Relations in Daily Efforts (PRIDE) program.

### Monthly Duties:

*October – November:* Welcome committee members and outline expected duties and timeframe.

*December:*

*January:*

*February:*

*March:* March 15 is deadline for entries for PRIDE program.

*April:* April 15 is deadline to pass on PRIDE winner from Florida to Region Vice-Chair.

*May:*

*June:*

*July:* Submit committee report to Chair of FACAA Annual Report.

*August:*

*September:*

### Important Deadlines:

- ✦ March 15 – deadline for entries to PRIDE program.
- ✦ April 15 – deadline to forward PRIDE winner to Region Vice-Chair
- ✦ July – Submit committee report for FACAA Annual Report.

### Awards and Plaque Information:

## **Recognition and Awards** (Revised Nov. 2008)

### **Committee Responsibilities**

Select Awards for Both FACAA and NACAA Recognition:

**Distinguished Service Award** Recipients  
**Achievement Award** Recipients

- **Hall of Fame Award** Recipient

Select Awards for FACAA Recognition Only:

**Outstanding Specialist** (1) and **Outstanding Agriculturalist** (4) Recipients

- Coordinate compilation of all FACAA award information and photos for Extension Professional Association of Florida (EPAF) Annual Meeting program and award booklet coordinator
- Coordinate with FACAA plaque coordinator to have appropriate plaques and certificates prepared for EPAF Annual Meeting
- Coordinate with appropriate person to have Hall of Fame Award plaque prepared in time for EPAF Annual Meeting

FACAA Bylaws, Article IV, Section 2 states, *Distinguished Service Award (DSA) and Achievement Award (AA) nominations shall be made in accordance with guidelines set forth by the NACAA. Nominees for these awards shall be selected by a statewide committee of former recipients of the DSA, appointed by the President, representing each of the Association Director Districts equally.*" (09/14/94)

FACAA Policies state, "2) All FACAA DSA and AA winners whose spouses attend the National Meeting to receive their awards shall receive \$200 from the FACAA treasury to offset their expenses in attending the Meeting in accordance with the By-laws."

Committee Chair should receive correspondence from NACAA Regional Chair with specific guidelines, procedures, and deadlines. Assure that the Regional Chair has correct postal address and current e-mail address. If communication does not occur, start by contacting Regional Chair by October.

### **Monthly Duties**

*October:*

- a. Chair contact previous year's committee Chair for additional information, resource materials, etc. and to make sure the process is understood - if communication did not occur by September.
- b. Welcome committee members and outline expected duties and time-frame.
- c. Request a list of potential qualifying agents for AA and DSA Awards from IFAS personnel or update list from previous year.

- d. Contact NACAA Regional Chair if you have not already received deadlines and instructions for the year. The Regional Chair can also help the state Chair with procedures, website locations, etc.

*November:*

- a. Solicit nominations from FACAA Membership and Recognition and Awards Committee Members for DSA, AA and Hall of Fame Awards. Distribute list of eligible members along with communication. Application guidelines are available on the NACAA website. Accompanying submitted text for AA and DSA Awards must be 150 words or less. This allows it fit available space in the EPAF Annual Meeting program and award booklet.
- b. Confirm with FACAA treasurer that nominees are members in good standing.
- c. Contact Chairs of all FACAA award committee chairs and let them know that they must provide award winner information to you ([see Attachment A](#)) by a date you set in May.

*December:*

- a. Committee selects AA, DSA and Hall of Fame award recipients.
- b. Secure Dean for Extension signature support as required by NACAA in agreement on award selections.

*January:*

- a. Submit AA, DSA and Hall of Fame Award materials including high resolution digital photographs to Regional Chair via NACAA website.
- b. Communicate with AA, DSA and Hall of Fame Award Winners that their plaque will be presented at the EPAF Annual Meeting, that they need to attend the NACAA Annual Meeting and Professional Improvement Conference, and that FACAA provides financial support for their spouse travel to the national meeting.
- c. Begin communication with FACAA award plaque coordinator ([see Attachment A](#))

*March:*

- a. Begin selection process for Outstanding Specialist and four Outstanding Agriculturist Awards based upon criteria in Committee materials passed annually from Chair to Chair. Typically, this includes informing those making nominations that 150 word biographies are required, that they will be making presentation at the EPAF Annual Meeting if their nominee is selected, those selected should be requested to attend the EPAF Annual Meeting for their award day, and a high resolution electronic photo will be required.



- c. Re-contact all FACAA award committee chairs and remind them they need to provide award recipient information ([see Attachment A](#)) to you by May.

*April:*

- a. Continue selection of Outstanding Specialist and Agriculturists
- b. Notify nominating agents of selected Outstanding Agriculturists and Specialists to insure they are invited to Annual EPAF Annual Meeting.
- c. Compile and edit biographical information for awards brochure for FAEP Annual Meeting and gather award recipient high resolution digital photos.
- d. Contact Chair, UF Department of Agricultural Education and Communication to remind that we need the name, a 150 word summary and a high resolution photograph of the Outstanding Extension Student that will be selected for the year. Also, the winner should be invited to attend the appropriate day of the EPAF Annual Meeting to receive their award plaque and \$500 check.
- e. Make sure committee award selections have been appropriately shared with the FACAA plaque and trophy coordinator. ([See Attachment A](#))

*May:*

- a. Make certain of date and time of award presentations at FAEP Annual Meeting. Communicate dates and times to recipients.
- b. Contact award recipients (DSA and AA) to assure that FACAA funding support is completed for participation in the NACAA Annual Meeting and Professional Improvement Conference.
- c. Contact nominating agents for presentation of Outstanding Specialist and Agriculturist Awards to remind them they will be making presentations and recipients may also make comments if they wish. Encourage them to be brief.
- d. Contact EPAF Annual Meeting Facilities and Registration Chairs to assure that Outstanding Agriculturist, Extension Student and Specialist recipients are registered for the appropriate function and hotel room, if necessary.
- e. Order FACAA state Hall of Fame Award plaque.
- f. Make sure that you have gathered all needed FACAA award recipient information ([see Attachment A](#)) from award committee chairs.

*June:*

- a. Submit biographic sketches and high resolution digital photos of AA, DSA, Outstanding Agriculturist, Specialist and Extension Student award recipients, along with appropriate information on all other FACAA awards ([see Attachment A](#)) to editor of FAEP Annual Meeting program and awards brochure.

*July:*

- a. Submit committee report to Chair of FACAA Annual Report.

*August:*

- Finalize award presentation comments for EPAP Annual Meeting.

*September:*

- a. Make sure AA, DSA, Outstanding Agriculturist, Specialist and Extension Student, and Hall of Fame plaques are collected and made available at appropriate EPAF Annual Meeting award function.
- b. Present AA and DSA Awards at Annual Meeting. Typically, nominating individuals present Outstanding Agriculturist, Hall of Fame and Outstanding Specialist Awards. Chair, or their designee, Agricultural and Extension Education Department, University of Florida, presents the Outstanding Extension Student plaque and \$500 check with assistance from the FACAA President. Farm Credit of Florida presents the FACAA Young Professional Award.
- c. Send press releases of awards to appropriate local mass media or extension offices.
- d. Remind incoming FACAA President that new committee chair and members need to be selected by this month.
- e. Provide reference files to incoming committee chair.

**Some Critical Deadlines To Remember**

- Jan 15 DSA, AA, and Hall of Fame Awards to NACAA Regional Chair
- Usually around June 1 Award winner bio sketches and photos to FAEP program and award booklet editor. Also, submit appropriate information on all FACAA awards
- July Submit committee report for FACAA Annual Report

## Scholarship

Committee Responsibilities: Promote NACAA Scholarship program by encouraging all FACAA member to contribute at the minimum \$40 level. Any member that would like to apply for a NACAA Scholarship must have contributed at least \$40 prior to the year of application. Individuals may also choose to contribute to the annual NACAA Scholarship Auction held at the NACAA AM/PIC. The amount of money raised by the donated auction item will be credited to the individual as a scholarship contribution. NACAA provides scholarship opportunities to members for a wide variety of professional improvement opportunities. This committee will assume responsibility for soliciting, receiving, and accounting for all NACAA scholarship funds.

This committee will also solicit and encourage members to submit applications for individual or group scholarships.

### Monthly Duties:

October – November: Welcome committee members and outline expected duties and timeframe.

December:

January: *The County Agent* Professional Improvement and Awards Programs issue contains the scholarship application and criteria.

February:

March: Contact the NACAA Scholarship Chair to request a list of FACAA members who are eligible for NACAA scholarships.

April: Begin soliciting scholarship applications and scholarship contributions via email.

May: Send reminder emails soliciting scholarship applications and contributions.

June: Deadline to receive all Florida applications. Committee chair will verify eligibility of all applicants with NACAA. Committee chair will forward applications to FACAA president and Dean of Extension for application approval. Committee chair will forward all approved applications to the NACAA Southern Region Scholarship Committee Vice Chair. Deadline for NACAA Scholarship Funds

contributions to be eligible for scholarships the following year.

July: Submit committee report to Chair of FACAA Annual Report.

August:

September:

**Important Deadlines:**

June 1 Scholarship application deadline.

June 15 Deadline to submit approved applications to Regional Vice-Chair.

June 30 Deadline to contribute \$40 to the NACAA Scholarship Fund to be eligible for scholarships the following year.

July Submit committee report for FACAA Annual Report.

Awards and Plaque Information: N/A

## Public Relations & Ag Issues

**Committee Responsibilities:** This committee serves as a NACAA linked committee. The purpose of this committee at the national level is to develop programs for members in the areas of public relations and agricultural issues. This FACAA committee serves to carry out this objective with grassroots ideas and efforts. Programs currently include the Agricultural Ambassador Program and the Sustainable Agriculture/Holistic Management Workshop.

### Monthly Duties:

*October – November:* Welcome committee members and outline expected duties and timeframe.

*December:*

*January:*

*February:*

*March:*

*April:*

*May:*

*June:*

*July:* Submit committee report to Chair of FACAA Annual Report.

*August:*

*September:*

### Important Deadlines:

✦ July – Submit committee report for FACAA Annual Report.

### Awards and Plaque Information:

## Early Career Development

**Committee Responsibilities:** This is a NACAA linked committee responsible for developing educational programs directed at NACAA (and FACAA) members with five or less years of tenure. There is an opportunity to develop programs on a state, regional, or national basis. Specific workshops will be developed to be presented at NACAA AM/PIC. Solicit input from new members regarding their expectations and training needs.

### Monthly Duties:

*October – November:* Welcome committee members and outline expected duties and timeframe.

*December:*

*January:*

*February:*

*March:*

*April:*

*May:*

*June:*

*July:* Submit committee report to Chair of FACAA Annual Report.

*August:*

*September:*

### Important Deadlines:

- ✦ July – Submit committee report for FACAA Annual Report.

### Awards and Plaque Information:

## Administrative Skills Development

**Committee Responsibilities:** The goal of this committee is to develop programs to improve and enhance the administrative skills of all FACAA members regardless of degree of administrative responsibilities. Programs and presentations could be developed on topics such as:

- ✦ Working with local governments
- ✦ Working with state governments
- ✦ General office administration
- ✦ Budgetary skills
- ✦ Personnel management and evaluation
- ✦ Administering volunteers
- ✦ Developing job descriptions
- ✦ Grant writing

### Monthly Duties:

*October – November:* Welcome committee members and outline expected duties and timeframe.

*December:* Mail professional improvement program reminders to members. Identify subject matter groups that can develop: tours, demonstrations exchanges, seminars, or discussion groups to meet member needs. Request at least one entry per county. Target at least one subject matter group activity.

*January:* Make sure all program materials are distributed to each member. Begin determining who will serve as State judges. Request at least one entry per county.

*February:* Notify members to remind them of entry deadlines (March 15) for Professional Improvement programs. Develop network list for non-contest professional improvement opportunities. Make sure members know about tours, discussion groups, field days, etc. that will occur within each subject matter area.

*March - April:* Collect professional improvement program entries (March 15 deadline) and rank State winners. Report of Committee Activity and winning entries should be submitted to the Vice-Chair for the National Administrative Skills Committee no later than April 15.

Be sure entries are in compliance with all rules and regulations. Check to be sure entries are made by members in good standing of the FACAA and check with the NACAA Treasurer to verify that winners are members of NACAA.

Write State winners and extend congratulations. Arrange for local and/or statewide publicity. Your Vice-Chair (National Committee) can help determine when this publicity release would be appropriate. Write State judges expressing appreciation for their time and service.

Entries not forwarded to the National Vice-Chair should be returned to members. Express appreciation for their effort in developing the entry and encourage agents to submit an entry another year.

*May:* Notify National Committee Vice-Chair of outstanding professional improvement programs that might be included in a Future AM/PIC program agenda.

*June:* State Committee Chair should plan to attend the AM/PIC. If there will a new State Chair next year, notify them of the importance of attending the AM/PIC as well.

*July:* Submit committee report to Chair of FACAA Annual Report.

*August:*

*September:*

**Important Deadlines:**

- ✦ March 15 – Deadline for entries for Professional Improvement programs.
- ✦ April 15 – Deadline for Report of Committee Activity and winning entries to be submitted to the Vice-Chair for the National Administrative Skills Committee.
- ✦ July – Submit committee report for FACAA Annual Report.

**Awards and Plaque Information:**



## Teaching & Educational Technologies

**Committee Responsibilities:** This is a NACAA linked committee responsible to develop programs to assist members in learning non-traditional teaching skills including: electronic multi-media skills, computer networking, compressed video, and other electronic communications.

The programs potentially developed by this committee should be coordinated with the FACAA New Member Relations committee. This committee is responsible for coordinating applications for the "Agricultural Explorer Workshops", workshop participants will learn more about multimedia CD-Rom and internet technologies.

### Monthly Duties:

*October – November:* Welcome committee members and outline expected duties and timeframe.

*December:*

*January:* Begin to solicit applications for Agricultural Explorer Workshops

*February:*

*March:* March 15 is final deadline for Agricultural Explorer Workshops

*April:*

*May:*

*June:*

*July:* Submit committee report to Chair of FACAA Annual Report.

*August:*

*September:*

### Important Deadlines:

- ✦ March 15 – Agricultural Explorer Workshop deadline.
- ✦ July – Submit committee report for FACAA Annual Report.

**Awards and Plaque Information:** N/A

## **Agronomy & Pest Management**

**Committee Responsibilities:** Provide professional improvement opportunities in the areas of agronomy and pest management. Promote professional improvement opportunities provided by the NACAA committee. Workshops and tours may be available at national meetings for which members can apply for participation. This committee is also responsible for the Remote Sensing and GIS Decision Support Seminar.

### **Monthly Duties:**

*October – November:* Welcome committee members and outline expected duties and timeframe.

*December:*

*January:* Begin to solicit applications for Remote Sensing & GIS Decision Support Seminar.

*February:*

*March:* March 15 deadline for applications for Remote Sensing Seminar.

*April:*

*May:*

*June:*

*July:* Submit committee report to Chair of FACAA Annual Report.

*August:*

*September:*

### **Important Deadlines:**

- ✦ March 15 – Remote Sensing Seminar application deadline.
- ✦ July – Submit committee report for FACAA Annual Report.

**Awards and Plaque Information:** N/A

## **Agricultural Economics & Community Development**

**Committee Responsibilities:** Help provide professional development opportunities in the areas of agricultural economics and community development. This committee has the responsibility for coordinating applications from Florida members to the NACAA Cotton Marketing Seminar.

### **Monthly Duties:**

*October – November:* Welcome committee members and outline expected duties and timeframe.

*December:*

*January:* Solicit applications for NACAA Cotton Marketing Seminar.

*February:*

*March:* March 15 deadline for applications for Cotton Marketing Seminar.

*April:*

*May:*

*June:*

*July:* Submit committee report to Chair of FACAA Annual Report.

*August:*

*September:*

### **Important Deadlines:**

- ✦ March 15 – Cotton Marketing Seminar application deadline.
- ✦ July – Submit committee report for FACAA Annual Report.

**Awards and Plaque Information:** N/A

## Animal Science

**Committee Responsibilities:** This is a NACAA linked committee. This committee is responsible for promoting and serving as the state contact for the Pre-AM/PIC Animal Science Seminar and Tour.

### Monthly Duties:

*October – November:* Welcome committee members and outline expected duties and timeframe.

*December:*

*January:* Begin to promote and solicit applicants for the Pre-AM/PIC Animal Science Tour.

*February:*

*March:* Application deadline for Pre-AM/PIC Animal Science Tour.

*April:*

*May:*

*June:*

*July:* Submit committee report to Chair of FACAA Annual Report.

*August:*

*September:*

### Important Deadlines:

- ✦ March – Deadline for Pre-AM/PIC Animal Science Tour applications.
- ✦ July – Submit committee report for FACAA Annual Report.

**Awards and Plaque Information:** N/A

## Forestry & Natural Resources

**Committee Responsibilities:** Provide and encourage professional improvement opportunities in the areas of forestry and natural resources. This committee may have workshop, seminar, and tour activities at the NACAA AM/PIC. Promotion and awareness of these opportunities would be the responsibility of this committee.

This committee is responsible for soliciting nominations for Outstanding Natural Resource or Conservationist Award. This award is presented at the FAEP Annual Meeting.

This committee is responsible for the coordination of the Forestry and Range Management Study Tour in 2002 at Savannah, GA.

### Monthly Duties:

*October – November:* Welcome committee members and outline expected duties and timeframe.

*December:*

*January:* Solicit applications for Forestry and Range Management Study Tour.

*February:*

*March:* March 15 application deadline for Study Tour.

*April:*

*May:*

*June:*

*July:* Submit committee report to Chair of FACAA Annual Report.

*August:*

*September:*

### Important Deadlines:

- ✦ March 15 – application deadline for Study Tour.
- ✦ July – Submit committee report for FACAA Annual Report.

**Awards and Plaque Information:** N/A

## Horticulture and Turfgrass

**Committee Responsibilities:** To review applications and study plans submitted by FACAA members for horticulture and turfgrass categories of the 2001 NACAA Professional Improvement Awards, specifically:

1. Select an FACAA member to participate in the NACAA/RISE Horticulture and Turfgrass Study Tour – location and dates are announced in the December Special Edition of the County Agent Magazine that details the various Professional Improvement Awards.
2. Select and FACAA member to attend the NACAA Pre-AM/PIC Horticulture Workshop and Tour – location and dates are announced in the December Special Edition of the County Agent Magazine that details the various Professional Improvement Awards.
3. Review any application to NACAA/PIC Call for Presenter of Professional Papers that fall under the category of Horticulture – location and dates are announced in the December Special Edition of the County Agent Magazine that details the various Professional Improvement Awards.
4. Review any applications for NACAA/PIC Poster presentation that fall under the category of Horticulture – location and dates are announced in the December Special Edition of the County Agent Magazine that details the various Professional Improvement Awards.

Note: A General Application Form and entry criteria for awards and posters are contained in the Special Edition of the County Agent Magazine.

### Monthly Duties:

*October – November:* Welcome committee members and outline expected duties and timeframe.

*December:*

*January:* Encourage agents to submit entries for NACAA horticulture tours and professional improvement awards as listed above. Note: Agents submit applications to NACAA/PIC Call for Presenters of Professional Papers and applications for NACAA/PIC Poster presentation directly to the NACAA National Horticulture Chair- state committee can assist agent by reviewing application prior to submission.

*February:* Remind agents to submit entries for NACAA horticulture tours and professional improvement awards as listed above.

*March:* Final reminder to agents to submit entries for NACAA horticulture tours and professional improvement awards as listed above.

Committee chair contacts committee agents and outlines selection process. Committee members will review the study plans for the individual entries and rank them in order of the person who you feel would be the most deserving of the professional improvement opportunity. On the enclosed ballot, rank the applicants as #1, #2, #3, etc. This can be done by e-mail or fax. Since there is often an opportunity to forward more than one candidate, when other states do not forward a nomination, it is a good idea to have a second and third candidate chosen in the event this situation should arise or someone should decide to remove themselves from consideration.

- ✦ March 15 - Deadline for agent entries to the Horticulture and Turfgrass committee. Committee chair reviews applications to ensure all application criteria have been met and that agents are paid members in good standing (up to date on dues). Note: Agents submit applications to NACAA/PIC Call for Presenters of Professional Papers and applications for NACAA/PIC Poster presentation directly to the NACAA National Horticulture and Turfgrass Chair.
- ✦ March 15-20 - copy application packets and distribute to committee members along with selection instructions as above.
- ✦ March 31 - Committee chairs contacts committee members who have not provided their selections.

*April:*

- ✦ April 1 - Deadline for committee members to turn in selection.
- ✦ April 1-15 - Committee chair tallies rankings and decides overall 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place etc. applications. Add scores for each applicant and divide number of scores to get overall ranking - lowest score will be 1<sup>st</sup> etc. Send letters of acknowledgement to applicants - do not inform applicants of final decision - tell them that first place entries have been forwarded to the NACAA Regional Chair, who will inform winners of final decisions.
- ✦ April 15 - Deadline for submission of awards to State Horticulture and Turfgrass Chair. Note: It is a good idea to maintain original applications in the event that questions regarding eligibility, etc. should arise at a later date.

*May:*

*June:*

*July:* Submit committee report to Chair of FACAA Annual Report.

*July - August:* FAEP organizers will request award winner's names for award plaques to be presented at FAEP meeting in September.

*September:* Committee chair will present plaques to award winners at FAEP Awards ceremony.

**Important Deadlines:**

- ✦ January - Encourage agents to submit entries for NACAA horticulture tours and professional improvement awards as listed above.
- ✦ March 15 - Deadline for agent entries to the horticulture committee.
- ✦ April 15 - Deadline for submission of awards to State Horticulture and Turfgrass Chair.
- ✦ July - Submit committee report for FACAA Annual Report.

**Awards and Plaque Information:**

- ✦ July - August: FAEP organizers will request award winner's names for award plaques/certificates to be presented at FAEP meeting in September.
- ✦ September: Committee Chair will present plaques/certificates to award winners at FAEP Awards ceremony.



## Aquaculture/Sea Grant

**Committee Responsibilities:** Provide professional improvement opportunities in the area of aquaculture and sea grant. This committee is responsible for the Pre-AM/PIC Aquaculture and Seafood Industry Tour (2002 Annual Meeting in GA).

### Monthly Duties:

*October – November:* Welcome committee members and outline expected duties and timeframe.

*December:*

*January:* Begin to solicit applications for the Pre-AM/PIC Tour.

*February:*

*March:* Deadline for Pre-AM/PIC Aquaculture Tour is March 15.

*April:*

*May:*

*June:*

*July:* Submit committee report to Chair of FACAA Annual Report.

*August:*

*September:*

### Important Deadlines:

- ✦ March 15 – Deadline for applications for Pre-Am/PIC Aquaculture Tour.
- ✦ July – Submit committee report for FACAA Annual Report.

### Awards and Plaque Information:

## Life Member

**Committee Responsibilities:** Serve as a linkage to FACAA Life Members. Contact retiring agents to solicit their membership as a FACAA Life Member. Names of eligible life members should be solicited from Extension Dean's Office prior to January 1 each year. Review Life Member mailing list and update as needed. FACAA treasurer serves as the contact for the mailing list.

### Monthly Duties:

*October – November:* Welcome committee members and outline expected duties and timeframe.

*December:*

*January:*

*February:*

*March:*

*April:*

*May:*

*June:*

*July:* Submit committee report to Chair of FACAA Annual Report.

*August:*

*September:*

### Important Deadlines:

✦ July – Submit committee report for FACAA Annual Report.

**Awards and Plaque Information:** N/A

## FACAA Membership, Records & Addresses

**Committee Responsibilities:** The committee is responsible for encouraging and keeping records on membership from qualified FCES employees. The committee is chaired by the FACAA Treasurer. The committee chair will be responsible for updating the FACAA list serve (batch email) as new memberships are received and non-renewals are deleted.

### Monthly Duties:

*October:* Welcome committee members and outline expected duties and timeframe. Collect/record dues. Send reminder to those who have not paid their dues.

*November:* Collect/record dues. E-mail dues reminder.

*December:* December 31<sup>st</sup> dues deadline. Collect/record dues/update batch email.

*January:* Review membership list to delete non-renewals from any mailings including FACAA batch email. Collect/record dues/update batch email.

*February:* Collect/record dues/update batch email.

*March:* Mail national dues to NACAA. Update membership listing and agent information.

*April:* Begin new membership for coming year. Collect/record dues/update batch email.

*May:* Collect/record dues/update batch email.

*June:* Collect/record dues/update batch email.

*July:* Collect/record dues/update batch email. Prepare request for membership dues. Submit committee report to Chair of FACAA Annual Report.

*August:* Collect/record dues/update batch email. Follow up request for member dues with email request.

*September:* Record and collect dues/update batch email. Report at the annual meeting on membership and encourage participation.

**Important Deadlines:**

- ✦ December 31 - FACAA dues deadline.
- ✦ January - Update mailing lists.
- ✦ March - Deadline for NACAA dues.
- ✦ July - Submit committee report for FACAA Annual Report.

**Awards and Plaque Information:** N/A

## Budget & Finance

**Committee Responsibilities:** This committee is chaired by the FACAA Treasurer and is responsible for developing the association budget for the coming fiscal year to be presented at the Annual Membership meeting and included in the FACAA Annual Report.

### Monthly Duties:

*October:* Welcome committee members and outline expected duties and timeframe. Collect dues, deposit funds, pay approved bills.

*November:* Collect dues, deposit funds, pay approved bills.

*December:* Collect dues, deposit funds, pay approved bills. Prepare Quarterly Report (Aug-Oct).

*January:* Collect dues, deposit funds, pay approved bills.

*February:* Collect dues, deposit funds, pay approved bills.

*March:* Collect dues, deposit funds, pay approved bills. Prepare Quarterly Report (Nov-Jan).

*April:* Collect dues, deposit funds, pay approved bills.

*May:* Collect dues, deposit funds, pay approved bills. Contact President Elect for budget needs for coming year. Contact others members who might have budget requests. Prepare Quarterly Report (Feb-Apr).

*June:*

*July:* Submit committee report to Chair of FACAA Annual Report.

*August:*

*September:* Prepare Quarterly Report (May-July). Prepare Treasurers Annual Report (August-July). Present budget requests to Executive Committee. Work with Executive Committee to prepare balanced budget. Present budget to membership for approval.

### Important Deadlines:

✦ July - Submit committee report for FACAA Annual Report.

**Awards and Plaque Information:** N/A

## Audit

**Committee Responsibilities:** This FACAA committee is responsible for receiving the FACAA financial records annually and reviewing them for accuracy. A report will be given at the FACAA Annual Membership Meeting to include any discrepancies and other suggestions related to the financial records of FACAA. A separate time for audit committee to meet can be set or an audit can be conducted at the FAEP Annual Meeting prior to the FACAA Annual Membership Meeting.

### Monthly Duties:

*September:* Report to FACAA Annual Membership Meeting results of audit conducted by committee.

*October – November:* Welcome committee members and outline expected duties and timeframe.

*December:*

*January:*

*February:*

*March:*

*April:*

*May:*

*June:*

*July:*

*August:* Determine plans for Audit Committee to review financial records of FACAA. The financial activity to be reviewed is Aug 1 to July 31, so the audit should be conducted in August, if possible, so the audit report may be included in the FACAA Annual Report. Submit committee report to Chair of FACAA Annual Report.

### Important Deadlines:

- Audit must be conducted prior to FACAA Annual Membership Meeting.
- July-August – Submit committee report for FACAA Annual Report.

**Awards and Plaque Information:** N/A

## Constitution and By Laws

**Committee Responsibilities:** This FACAA committee is responsible for matters involving consideration for changes in the By Laws. Proposed changes to the By Laws require notification by FACAA Secretary 30 days prior to consideration at the Annual Membership Meeting.

### Monthly Duties:

*October – November:* Welcome committee members and outline expected duties and timeframe.

*December:*

*January:*

*February:*

*March:*

*April:*

*May:*

*June:*

*July:* Submit committee report to Chair of FACAA Annual Report. Assure proper notice (30 days) of any proposed By Law changes is met.

*August:*

*September:* Actions on proposed changes are considered at the Annual Meeting, generally held in September.

### Important Deadlines:

- ✦ 30 days prior notice required on any proposed changes.
- ✦ July – Submit committee report for FACAA Annual Report.

### Awards and Plaque Information:

## Policy & Resolutions

### Committee Responsibilities:

- ✦ Solicit and receive any statements of new or revised policy from the membership or its committees.
- ✦ Solicit resolutions from the membership affecting the work of the organization, and refer them to the Executive Committee and membership for appropriate action.
- ✦ Submit such statements for publication in the Mid-Year or Annual Meeting agenda, and discuss at the annual meeting.
- ✦ Publish and transmit approved policy statements and resolutions to appropriate parties in cooperation with Association Secretary.

### Monthly Duties:

*September:* Transmit copies of approved resolutions and policy statements to appropriate persons from previous year's annual meeting.

*October – November:* Welcome committee members and outline expected duties and timeframe.

*December:*

*January:*

*February:* Request suggestions from general membership for any resolutions or policy statements.

*March:* Request agenda time from chair of Mid-Year meeting, if needed.

*April:* Discuss any suggestions at Mid-Year meeting.

*May:*

*June:*

*July:* Request suggestions from general membership for any resolutions or policy statements. Submit committee report to Chair of FACAA Annual Report.

*August:*



*September:* Discuss submitted policy statements and resolutions at Annual Meeting as appropriate.

**Important Deadlines:**

- ✦ July – Submit committee report for FACAA Annual Report.

**Awards and Plaque Information:** N/A

## **Administrative Liaison**

**Committee Responsibilities:** Provide leadership in communicating FACAA issues and concerns to Extension and IFAS administration. This effort has been coordinated with the other professional associations in EPAF. This overall effort has been identified as the EPAF Issues Committee.

The Extension Professional Association of Florida (EPAF) Issues Committee is representing county faculty concerns compiled through several methods including questionnaires, issue sessions, association board meeting, committees, individual testimony by faculty members, and informal conversations. Major themes in the past have been (1) salary and compression, (2) personnel turnover, and (3) specialist support for county faculty. The EPAF Issues Committee proposes to jointly work with administration in achieving solutions. This collaborative effort is particularly important because the associations have the ability to facilitate open communication between faculty and administration in dealing with issues before they reach crisis and destructive levels.

### **Monthly Duties:**

*October – November:* Welcome committee members and outline any expected duties and possible timeframe.

*December – August:* Conduct ongoing appropriate communication with committee members, administration, association officers, membership, and others.

*July:* Submit committee report to Chair of FACAA Annual Report.

### **Important Deadlines:**

*July* – Submit committee report for FACAA Annual Report.

### **Awards and Plaque Information:**

## County Commission Liaison (FAC Country Store)

### Committee Responsibilities:

- ✦ Organize a booth for FACAA at the Annual Meeting of the Florida Association of Counties. The booth is known as the “Country Store” and is used to promote the relationship of agents and county government.
- ✦ Solicit FACAA members to set-up and staff the booth during the assigned date and time of the meeting. Usually the booth is open for one day of the meeting and may be set-up the day before.
- ✦ Fill-out all registration materials and arrange for payment of any fees due to the Florida Association of Counties.
- ✦ Solicit and secure donated ag-related products from across the state. FACAA members are solicited for help in getting local products donated to be given away at the booth.
- ✦ The booth has usually included Florida ag products, such as rice, seasonings, sauces, jams and jellies, orange juice, tropical fruit, fresh specialty vegetables, peanuts, honey, plants, and more. Small units work well at this booth.
- ✦ Arrange for an educational tabletop display to be associated with the booth. The display may include photographs from around the state with current County Agents at work.
- ✦ A banner or appropriate signs are helpful identifying the booth is representing the “FLORIDA ASSOCIATION OF COUNTY AGRICULTURAL AGENTS”.
- ✦ Thank you letters to members and producers.

### Monthly Duties:

*October – November:* Welcome committee members and outline expected duties and timeframe.

*December:*

*January:* Begin soliciting products for the booth and members to staff the booth.

*February:*

*March:*

*April:* Mail Registration Form and Fee.

*May:* Finalize products and schedule for workers for the booth.

*June:* FAC Annual Meeting. Booth setup and staffing.

*July:* Send thank you letters. Submit committee report to Chair of FACAA Annual Report.

*August:*

*September:*

**Important Deadlines:**

- ✦ Registration Form and Fee usually due April-May.
- ✦ July - Submit committee report for FACAA Annual Report.

**Awards and Plaque Information:** N/A

## Mid-Year Meeting

### Committee Responsibilities:

- This committee is responsible for planning and implementing the FACAA Mid-Year Meeting.
- May need only 2-3 people on committee.

### Monthly Duties:

**September:** Survey of possible topics from membership at the FAEP meeting. This might already be included in the FACAA membership meeting.

**October:** Welcome committee members and outline expected duties and timeframe. If survey is conducted, total the results.

### November:

- Set date and location for Mid-Year Meeting.
- Avoid Mondays as the Board typically meet the day before
- Check with site coordinator to determine parking arrangements, security issues, etc.

**December:** Work with Board to set agenda.

### January:

- Make lunch arrangements
- Consider variety of choices to include vegetarians and special needs
- Contact any guest speakers; consult with Board for ideas.

### February:

- Send e-mail to all FACAA members of meeting plans via FACAA list serve.
- Update website by contacting person controlling website.
- Provide details about date, time, location and menu if possible.

### March: Registration:

- Send e-mail to all FACAA members a reminder of date and cost of registration.
- Include details of date, time, location, directions, etc.
- Provide receipts for those who may receive reimbursements.

**April:** Host Mid-Year Meeting (typically held the first part of April). Be prepared to give a brief report to the attendees. Provide Board with a copy of attendees.

**May:** Wrap-up with appropriate thank you notes to site host and committee members, etc.

### June:

**July:** Submit committee report to Chair of FACAA Annual Report.

### August:

**Awards and Plaque Information:** Outstanding Student in Extension Education Awards

### Additional Suggestions:

- Invite Dean for lunch.
- Give FACAA districts time to meet.

Mid-year Meeting Report:

Committee Members: Rebecca L. Jordi and Elena Toro

Meeting:

**Place:** Florida Farm Bureau

**Address:** 5700 34<sup>th</sup> St., Gainesville, FL

**When:** Wednesday, April 12

**Time:** 9:30am

**Attendees:** 48 attendees, 5 no-shows

## FACAA Education Foundation

**Committee Responsibilities:** This committee is responsible for soliciting funds and administering awards for the FACAA Education Foundation. The committee also organizes the FACAA Educational Foundation Breakfast at the FAEP Annual Meeting.

Contact (sponsor): Chip Blalock, Sunbelt Agricultural Exposition, 290-G Harper Blvd., Moultrie, GA 31768, Tel. (229) 985-1968, Fax (229) 890-8518. Contact Chip and let him know the time and location of the FACAA Breakfast this year. Ask if they intend to support us with the \$750 donation to FAEP this year. Also provide directions to the location and ask who will be attending. Coordinate any giveaways that he wants to provide. Send him a thank you letter after the program. Let the FAEP Fund Raising Chair know if you are successful obtaining funds.

FAEP Facilities chair if the contact to coordinate the breakfast facilities and costs. Occasionally in the past the FACAA Board of Directors has chosen to go to a restaurant near the hotel for this to save money.

Other responsibilities include: design and print program with FACAA logo. You will need to ask someone to do the invocation. The program is a good time to solicit funds for the FACAA Education Foundation. This has generated a few hundred dollars each time in the past. Have someone there prepared to do receipts if someone asks.

### **Monthly Duties:**

*October – November:* Welcome committee members and outline expected duties and timeframe. Send thank you to breakfast sponsor (currently Sunbelt Agricultural Expo, contact Chip Blalock).

*December:*

*January:*

*February:*

*March:*

*April:*

*May:* Confirm organizational details of Educational Foundation Breakfast, including contacting sponsor, deciding on location of breakfast, coordinate details with FAEP Facilities chair. Inform the FAEP Annual Meeting Fundraising Chair of sponsor(s) and funds committed. Confirm the educational

breakfast meal charge and inform the FAEP Annual Meeting Registration Chair of the amount to be included on the registration form.

*June:*

*July:* Submit committee report to Chair of FACAA Annual Report.

*August:*

*September:* Chair FACAA Educational Foundation Breakfast generally held at FAEP Annual Meeting

**Important Deadlines:**

- ✦ May - Confirm details of Educational Foundation Breakfast. Confirm sponsor(s) for FACAA Educational Foundation Breakfast by this date.
- ✦ July - Submit committee report for FACAA Annual Report.

**Awards and Plaque Information:** N/A



## New Member Relations

**Committee Responsibilities:** Young Professional Award, new agent orientation recruitment presentation, may be required to do a presentation at the Mid-Year meeting.

### Monthly Duties:

*September:* Welcome new members at the FAEP meeting and give annual committee report.

*October:* Welcome committee members and outline expected duties and timeframe. Go to Gainesville to do the new agent orientation recruitment presentation, usually at lunch. Bring membership brochures.

*November:*

*December:*

*January:*

*February:*

*March:*

*April:* Possible Mid-Year meeting presentation.

*May:* By May 1 send out batch email asking for nominations, allow 2 weeks to collect all nominations, also talk to the webmaster to be sure the name and address of the person collecting completed applications is correct when they hit the submit button. May 15, notify nominees and direct them to the FACAA website to complete the application.

*June:* Deadline for completed applications is June 1. June 5, mail duplicate copies of applications as a packet to all committee members so they can review everyone's accomplishments and can recommend a first choice and a second choice winner. You can only allow two weeks for the committee members to review the applications.

*July:* Notify the winner on July 1. Ask for picture and brief bio for the awards booklet to be sent to the chair of the booklet committee. Submit committee report to Chair of FACAA Annual Report.

*August:*

*September:*

**Important Deadlines:**

- ✦ May 1 – send batch email asking for nominations for Young Professional Award.
- ✦ May 15 – notify nominees and direct them to the FACAA website to complete application.
- ✦ June 1 – Deadline for completed applications.
- ✦ June 5 – Mail applications to committee members.
- ✦ July 1 – Notify winner. Ask for picture and brief bio for awards booklet.
- ✦ July – Submit committee report for FACAA Annual Report.

**Awards and Plaque Information:** The plaque is supplied by Farm Credit of Central Florida. The contact is Ron O'Connor at 1-800-533-2773. He must be notified about the FAEP meeting date, time and location because they come in person to present the awards, this usually occurs on Monday evening with an 8 pm start time. Each year Farm Credit gives FACAA \$500.00, if they order the plaque as opposed to our awards chair then the balance of \$400.00 is sent to our treasurer. The award recipient receives a plaque and \$100.00 check, and can use the remaining \$300.000 towards attending the NACAA conference but must use it within two years of receiving the award.

## Professional Development & Abstract Presentations

**Committee Responsibilities:** The committee is responsible for selecting the FACAA abstracts for presentation at the Extension Professional Association of Florida annual professional development conference in September.

The chair of the committee is responsible for coordinating the actual presentations at the conference for the association. The Chair is responsible for communicating with the Association President or Treasurer any problems or situations that do not conform to the association guidelines.

### Monthly Duties:

*October – November:* Welcome committee members and outline expected duties and timeframe.

*December:*

*January:*

*February:*

*March:*

*April:*

*May:* Call for abstracts goes out. Depending on the EPAF Council of Presidents decision this is done either by the EPAF Chair or the Association Chairs. Both email and standard mail have been used in the past. If the association chair is to do the call, contact the Treasurer for the list of members. There is also a list server at the University for bulk email ([FACAA-L@LISTS.IFAS.UFL.EDU](mailto:FACAA-L@LISTS.IFAS.UFL.EDU)).

*June:* Abstracts are due approximately June 15 to the committee. The committee chair then ensures that all members of the committee receive copies (hard copy or electronic copy) of the abstracts for selection. In 2001 and 2002 a set of evaluation criteria was used to objectively evaluate each submission. (see appendix for sample)

*July:* Committee members return their top 13 choices to the chair. Chair then compiles the evaluations and sends the final 13 abstracts to the EPAF chair for inclusion in the program. Letters or emails are then sent out by the chair to each abstract main author notifying them of the status of their submission (selected or not selected). Submit committee report to Chair of FACAA Annual Report.

*August:* Chair compiles the equipment requests from the presenters and makes sure the equipment is available for the conference. (If the Chair's county does not have an item, now is a good time to let a presenter know they need to bring the equipment with them.) Send a schedule of presentations to the presenters.

*September:* Take equipment to conference location. Check on room location and setup the room early in the morning. Be available for presenters to check out the equipment they will use during their talks. Moderate or assign someone to act as moderator for the session. Try to keep to the schedule, conference attendees will be moving between association presentations and will expect the talks to be on time. After the presentations, make sure all equipment is gathered up and returned to the county.

**Important Deadlines:**

- May - Call for abstracts goes out.
- June 15 - Abstracts due to the committee chair.
- July - Committee members return their top 13 choices to the Chair. Chair then submits final choices to the EPAF Chair for inclusion in the program.
- July - Submit committee report for FACAA Annual Report.
- August - Compile equipment requests for presenters.

**Awards and Plaque Information:** N/A

# SAMPLE

Evaluation Sheet for EPAF Abstracts 100 points Total

Format (15) \_\_\_\_\_

Innovation (25) \_\_\_\_\_

Applicability to Audience (10) \_\_\_\_\_

Statewide Application (20) \_\_\_\_\_

Readability (30) \_\_\_\_\_

TOTAL points: \_\_\_\_\_

Abstract Title: \_\_\_\_\_

Person Submitting: \_\_\_\_\_

# **SAMPLE Acceptance Letter**

July 12, 2002

«FirstName» «LastName»

«Company»

«Address1»

«City», «State» «PostalCode»

Dear «FirstName»:

Thank you for submitting an abstract for presentation at the Extension Professional Association of Florida meeting to be held in Panama City September 9-12, 2002. Your submission entitled “«Title»” was selected for presentation at the meeting. As a reminder, the Council of Presidents decided there would not be any monetary awards this year for abstracts.

At your earliest convenience please send me a list of your equipment needs or if you need anything else for your talk. Please remember the talks are 12 minutes. I will forward the schedule as soon as I receive it. If you have any questions feel free to contact me either at \_\_\_\_\_ or by email, \_\_\_\_\_.

Sincerely,

Pamela R. Mattis  
FACAA Abstract Committee Chair

# **SAMPLE Not Accepted Letter**

July 16, 2002

«FirstName» «LastName»

«Company»

«Address1»

«City», «State» «PostalCode»

Dear «FirstName»:

Thank you for submitting an abstract for presentation at the Extension Professional Association of Florida meeting to be held in Panama City September 9-12, 2002. Your submission entitled “«Title»” was not one of the 13 selected this year for presentation at the meeting.

We had 20 submissions from FACAA members for consideration, which of course made a difficult job even more difficult when it came to deciding which ones would be presented. The committee used an objective evaluation form for each submission to aid in the selection process. If you would like feedback on your abstract based on this form please feel free to contact me either \_\_\_\_\_ or by email, \_\_\_\_\_.

Again thank you for your submission and please consider submitting again next year.

Sincerely,

Pamela R. Mattis  
FACAA Abstract Committee Chair

## NACAA Annual Meeting

**Committee Responsibilities:** The FACAA President-Elect of the year prior to the NACAA AM/PIC leads the Florida delegation. The President-Elect, therefore, serves as the NACAA Annual Meeting Committee Chair. The Chair is responsible for identifying those FACAA members, administrators, and their family members planning to attend the AM/PIC. This list needs to be sent to IFAS Extension administration for travel approval.

This committee chair serves as the contact person for NACAA AM/PIC special activities including: notifying special guests of functions, confirming awards winner's attendance (especially PSA and AA winners), make arrangements for "States Night Out" plans, communicate regularly with IFAS Administrators that plan to attend, and notify attending FACAA members of group picture schedule.

This committee chair also verifies voting delegation for FACAA at the national meeting. The delegation usually is made up of the officers or other members of the BOD if officers are not available.

### Monthly Duties:

*October – November:* Welcome committee members and outline expected duties and timeframe.

*December:*

*January:*

*February:*

*March:*

*April:* Begin to determine members' intentions to attend NACAA AM/PIC.

*May:*

*June:* Begin regular communication with membership planning to attend NACAA AM/PIC. Provide schedule updates and other reminders about the meeting.

*July:* Submit committee report to Chair of FACAA Annual Report.

*August:* Upon returning from NACAA AM/PIC, send congratulation notes to FACAA members, administrators, etc.



*September:*

**Important Deadlines:**

- ✦ Refer to NACAA AM/PIC registration deadlines each year.
- ✦ July - Submit committee report for FACAA Annual Report.

**Awards and Plaque Information:** A summary of award winners at the region or national level should be compiled and sent to administration, FACAA web page coordinator, and PR coordinator for FACAA upon returning to Florida.

## Officer Nominations

**Committee Responsibilities:** The nominating committee shall report a slate of qualified officer candidates to FACAA secretary for notice to members at least 30 days prior to FACAA Annual Meeting. Nominations will also be called from the floor after committee report of the Nominating Committee. District Director nominations are presented by the District Directors to Nominating Committee and President Elect. The committee is comprised of the most recent past five FACAA Presidents who are still active FACAA Members. The committee is chaired by the immediate Past President.

### Monthly Duties:

*October – November:* Welcome committee members. Identify anticipated officer vacancies for the upcoming year and any FACAA District requirements related to these vacancies. Outline duties and time-frames to committee members and ask them to be thinking bout and encouraging potential candidates.

*December:*

*January:*

*February:*

*March:*

*April:* Obtain the most current FACAA membership list from the FACAA Treasurer, identify all members from required potential candidate FACAA Districts and distribute to committee members.

*May:*

*June:* Convene a meeting or conference call among committee members to discuss, vote on, and create a prioritized list of potential candidates for open officer positions. Contact candidates in prioritized order until nomination(s) is (are) accepted. The committee follows an officer nomination rotation in the following order: Secretary, Vice-President, President-Elect, and President. The Treasurer position is not part of this rotation, and technically the President does not need to be nominated since he or she has already been elected President-Elect at the previous FACAA Membership Meeting.

*July:* Submit Nominating Committee report to secretary for notification to general membership. Submit committee report to Chair of FACAA Annual Report.

*August:*

*September:* Present Nominating Committee report at Annual Membership meeting.

**Important Deadlines:**

- ✦ Slate of officer candidates requires 30 day notice to membership prior to annual meeting.
- ✦ July - Submit committee report for FACAA Annual Report.

**Awards and Plaque Information:** Incoming President coordinates the ordering of the outgoing Presidents plaque/gavel (Past President Gavel), etc. and plaques for outgoing officers.