



Georgia Association of Extension 4-H Agents Operating Procedures

Proposed by the GAE4-HA Policy & Resolution Committee – May 2021

Adopted August 2021

Adapted from the 2003 GAE4-HA Hedgehog Meeting Information

The name of this Association is Georgia Association of Extension 4-H Agents and it is sometimes referred to in these policies and procedures as GAE4-HA or the Association.

PURPOSES OF GAE4-HA

The purposes of the Association are

- to promote the profession of Extension 4-H Youth work in Georgia
- to advance the professional status of the Extension Personnel involved in 4-H Youth work
- to encourage professional improvement and improved professionalism among its members
- to provide a medium for the exchange of ideas, methods and techniques as they relate to planning and implementing the Extension 4-H Youth Program within Georgia
- to further provide the same opportunities with Extension 4-H Youth workers throughout the nation, through affiliation with the National Association of Extension 4-H Youth Development Professionals, Inc.
- to promote and to increase interest in Extension 4-H Youth development work as a career
- to strengthen communications with Extension Administration
- to promote cooperation among all Georgia Extension Personnel

STRUCTURE OF BOARD OF DIRECTORS

- **Officers:** The Officers of the Association shall be the President, President-Elect, Vice President, Secretary, Treasurer and Immediate Past President.
- **Executive Committee:** The Executive Committee of the Association shall be composed of the Officers. The President shall serve as Chair of the Executive Committee. The Executive Committee shall possess and exercise all other powers of the Board of Directors during the intervals between meetings.
- **Board of Directors:** The Board of Directors (sometimes referred to as the Board) of the Association shall consist of the Officers, Senior District Directors, and the appointed Chairs of the ten (10) Standing Committees. Chair-elects and Junior Directors are not members of the Association Board of Directors.
- A person shall not be elected or appointed to serve in multiple positions on the Board for the same year. For example, a person could serve as a District Junior Director and Chair a Standing Committee, but a person could not serve as an Officer and Chair a Standing Committee.

RESPONSIBILITIES OF BOARD OF DIRECTORS

- Have strong commitment to leadership, service, and professionalism.

- Be warm, friendly, and inviting to all members, especially new employees.
- Encourage new employees to join GAE4-HA, actively participate, and attend annual meeting/professional improvement conference.
- Establish and meet timelines, expectations, etc. related to role on Board of Directors.

DIVERSITY COMMITTEE RESPONSIBILITIES

The purpose of the GAE4-HA Diversity Committee is to promote diversity of youth, volunteers, staff members, and programs throughout Georgia 4-H.

Major Responsibilities:

- Ensure GAE4-HA follows latest version of Non-Discrimination Statement used by UGA College of Agricultural and Environmental Sciences with regards to membership.
- Promotes diversity of youth, volunteers, staff members, and programs throughout Georgia 4-H on behalf of Association, as needed.

MEDIA COMMITTEE RESPONSIBILITIES

The purpose of the GAE4-HA Media Committee is to publish the *Peach Press* throughout the year.

Major Responsibilities:

- Chair serves as editor of the *Peach Press* and establishes submission deadlines and publication dates. Typically, the *Peach Press* is published 3-4 times per year.
- Any GAE4-HA member can submit an article for publication. Media committee members are encouraged to submit 1-2 articles per edition.
- Submissions are edited/formatted for publication. Membership e-mailed a copy of each edition. Editions are also posted on the GAE4-HA website.

MEMBER RECOGNITION COMMITTEE RESPONSIBILITIES

The purpose of the GAE4-HA Member Recognition Committee is to coordinate the promotion, acceptance, review, and awarding of recognition to GAE4-HA members. This includes the NAE4-HYDP awards, GAE4-HA awards, and the William H. Booth Award. Each district (with the exception of the Life Member district) will have 1 person serving as a district representative on this committee.

Major Responsibilities:

- Chair serves as primary contact with NAE4-HYSP Member Recognition Committee.
- Annually reviews/updates GAE4-HA award applications.
- Promote NAE4-HYDP and GAE4-HA awards to eligible members. Coordinate application submission process, confirmation/acceptance of application, scoring rubrics, judging, etc. Maintain highest level of integrity with judging process.
- Notifies all award authors of award status after judging.
- Provides award application scores to author of award, if requested.
- Ensures NAE4-HYDP state-level award winners are forwarded to regional level for judging.
- Coordinates award presentations at annual meeting – orders awards, provides printed program, banquet script, photographer, etc.

OCEANS OF FUN COMMITTEE RESPONSIBILITIES

The purpose of the GAE4-HA Oceans of Fun Committee is to coordinate the Oceans of Fun event at the Georgia Association of Educational Leaders (GAEL) Conference each summer.

Major Responsibilities:

- Chair serves as event coordinator and liaison to the State 4-H Staff for event logistics, lodging, meals, activities, insurance, activity registration/form collection, etc.
- Committee members (and others) work alongside chair to fulfill expectations during event. This includes, but is not limited to, registering youth for activities/collecting forms and payments, teaching workshops, chaperoning trips, providing meals, etc.

POLICY & RESOLUTION COMMITTEE RESPONSIBILITIES

The purpose of the GAE4-HA Policy & Resolutions Committee is to provide oversight for the operations of GAE4-HA and the Board of Directors. The committee enforces the rules of order and the proper procedures for the conduct of meetings of deliberative assemblies. The rules contained in Roberts Rules of Order, newly revised latest edition, shall govern all meetings of the members in all cases to which they are applicable.

Major Responsibilities:

- Chair serves in a Parliamentary role during annual membership meeting and during Board of Directors meetings.
- Ensure that all bylaws, operating procedures, and financial policies are being followed. If the committee discovers an issue of operation, the Chair will address the concern with the Executive Committee.
- Review bylaws, operating procedures, and financial policies on an annual basis and provide recommendations to Board of Directors and/or membership for any changes.

PROFESSIONAL DEVELOPMENT COMMITTEE RESPONSIBILITIES

The purpose of the GAE4-HA Professional Development Committee is to promote professional development opportunities for GAE4-HA members.

Major Responsibilities:

- Coordinate the promotion, selection, and scheduling of professional development opportunities (workshops, round tables, panels, posters, etc.) at professional improvement conference. Maintain highest level of integrity with selection process.
- Coordinate judging process of poster exhibits at professional improvement conference.
- Provide recommendation for keynote/external speakers for professional improvement conference, if requested.
- Submit information about professional development opportunities to *Peach Press*.

PROGRAMS COMMITTEE RESPONSIBILITIES

The purpose of the GAE4-HA Programs Committee is to gather and convey 4-H programming suggestions and/or recommendations to appropriate state specialists and staff.

Major Responsibilities:

- Solicit input from membership regarding current 4-H programming (competitive events, activities, etc.) and share with State 4-H staff.
- Attend State 4-H Staff meeting each year to share comments from GAE4-HA membership. State Staff District Senior Director works as liaison between State 4-H Office/Leader and Programs Committee Chair to coordinate attendance at State 4-H Staff meeting.

PUBLIC RELATIONS & INFORMATION COMMITTEE RESPONSIBILITIES

The purpose of the GAE4-HA Public Relations and Information Committee is to market the Association to 4-H and other youth development professionals, Extension professionals, and other stakeholders within Georgia.

Major Responsibilities:

- Coordinate Friend of 4-H Award with President and State 4-H Program Leader.
- Coordinate gift for Legislators to be given at 4-H Day at the Capitol.
- Host new member orientation at the GAE4-HA state meeting.
- Coordinate gift for new GAE4-HA members, to be given at the State meeting.
- Create a welcome packet for new 4-H Extension professionals, to send out to new employees.

RESEARCH & EVALUATION COMMITTEE RESPONSIBILITIES

The purpose of the GAE4-HA Research and Evaluation Committee is advocate for research and evaluation work related to 4-H youth development programming and the profession.

Major Responsibilities:

- Assist Executive Board with creating membership surveys and conference evaluations, as needed.
- Stay up to date on current evaluation guidelines and techniques.
- Offer a class at annual state meeting to share evaluation tips & techniques with members.
- Serve as a liaison between 4-H professionals and State Extension Evaluation Specialist.
- Provide timely updates on the current state of research in the field of youth development through association publications and training opportunities.

SENIOR DISTRICT DIRECTOR RESPONSIBILITIES

Each district will have one Senior District Director.

Major Responsibilities:

- Recruits new employees to join association. Works with Vice-President to coordinate membership drive. Serves on Membership Committee.
- Communicates to district membership – reminder of membership drive, awards, annual meeting, national meeting, etc.
- Coordinate district meeting during annual meeting and report activity to entire membership.
- Maintain financial account for district association business.
- Solicit and collect items for silent/live auction.
- Coordinate fundraising efforts (ex. pizza sales at DPA, etc.)
- Encourage retirees to join association as Life Member.

JUNIOR DISTRICT DIRECTOR RESPONSIBILITIES

Each district will have one Senior District Director.

Major Responsibilities:

- Support Senior Director.
- Coordinate professional development opportunity for district members.

PRESIDENT RESPONSIBILITIES

- Provides oversight for all business concerning GAE4-HA.
- Works with President-Elect to schedule annual meeting and/or professional improvement conference. Communicates dates/location to County Operations for inclusion on CoEx calendar.

- Schedules quarterly Board of Directors meetings and notifies members. Communicates meeting information to District Extension Directors, County Operations, State 4-H Office, etc.
- Approves all financial expenditures.
- Appoints members and gives direction to any special committees (advocacy, etc.), if needed.
- Invites appropriate Extension/4-H administration to annual meeting/professional improvement conference. Coordinate, with President-Elect, opportunity for administration to provide remarks.
- Solicits financial donations to support professional improvement conference.
- Appoints and chairs GAE4-HA Finance Committee.
- Serves on state Joint Council of Extension Professionals (JCEP) board.
- Serves as member of Georgia 4-H Green Jacket Awards Committee.
- Presents Friend of 4-H Award at State 4-H Congress.
- Represents GAE4-HA as the donor for the Human Development and Julius Benton Memorial Scholarship.
- Presents immediate Past President with lapel pin.
- Coordinates appreciation gifts for Board of Directors.
- Typically attends national JCEP Extension Leadership Conference.
- Typically attends national Public Issues Leadership Development Conference.
- Coordinates logistics for Georgia delegation for NAE4-HYDP annual conference. Work with County Operations/Office of Associate Dean for Extension and Treasurer to coordinate “commitment money” registration process. Shares appropriate travel authorization information. Coordinates States Night Out during NAE4-HYDP annual conference. Coordinates auction item and delegate presentation during Southern Region Breakfast. Hosts hospitality suite, if requested.

PRESIDENT-ELECT RESPONSIBILITIES

- Serves on state Joint Council of Extension Professionals (JCEP) board.
- Approves all financial expenditures, in absence of President.
- Recognizes outgoing President with appreciation plaque.
- Chairs annual meeting committee.
- Typically attends national JCEP Extension Leadership Conference.
- Typically attends national Public Issues Leadership Development Conference.

VICE PRESIDENT RESPONSIBILITIES

- Serves as Chair of Membership Committee.
- Works as a liaison between NAE4-HYDP and state association for membership records, payments, reports, etc.
- Coordinates annual membership drive with District Directors and Treasurer.
- Updates GAE4-HA membership e-mail Listserv.
- Provides committee membership lists to Committee Chairs.
- Provides district membership lists to Senior and Junior District Directors.
- Provides list of eligible lead authors for awards to Member Recognition Chair.
- Provides list of eligible William H Booth award recipients to Member Recognition Chair.

IMMEDIATE PAST-PRESIDENT RESPONSIBILITIES

- Chair Nominating Committee.
- Recruits, at minimum, two additional GAE4-HA members to serve on Nominating Committee.

SECRETARY RESPONSIBILITIES

- Elected for 2-year term.
- Record minutes of all meetings – annual meeting, Board of Directors meetings, Special meetings, etc. Assists with roll call at meetings. Posts minutes in electronic files.
- Provides a copy of minutes to membership within ten (10) days of any meeting (annual, etc.)
- Provides a copy of minutes to each Board Member within ten (10) days of any Board meeting.

TREASURER RESPONSIBILITIES

- Elected for 2-year term.
- Maintains all financial records of the Association and shall be responsible for disbursement of funds as approved by the Board of Directors.
- Ensures all financial debts are paid in a timely manner.
- Ensures payments are transferred for Julius Benton Scholarship and Human Development project to Georgia 4-H Foundation (in collaboration with Senior District Directors).

ANNUAL MEETING COMMITTEE RESPONSIBILITIES

- Chaired by the President-Elect.
- Comprised of appointed individuals to provide leadership for various entities of annual meeting/professional improvement conference. Responsibilities include, but are not limited to, choosing theme, design logo, creating printed materials (nametag, program, foldable schedule), coordinating schedule, live and silent auction/fundraisers, commercial exhibits/vendors, tours, decorations, etc.

MEMBERSHIP COMMITTEE RESPONSIBILITIES

- Chaired by the Vice President.
- Comprised of Senior District Directors.
- Coordinates annual membership drive.

NOMINATING COMMITTEE RESPONSIBILITIES

- Chaired by the Immediate Past-President.
- Comprised of, at minimum, two additional GAE4-HA members.
- Annually recruit at least one member to run for office of Vice President and office of Treasurer or Secretary (in alternating years). Distribute information for running for office, approval forms, etc.
- Coordinate electronic election process.

FINANCE COMMITTEE RESPONSIBILITIES

- Chaired by the President.
- Members appointed annually by President. The Finance Committee will include (at minimum) the Treasurer, at least one additional member of the Executive Board, one member of the Board, and two members.
- Finance Committee will perform the tasks outlined in the GAE4-HA Financial Policies and then approve the review by completing the GAE4-HA Annual Statement of Review Form.

GENERAL OPERATING GUIDELINES

- Membership E-mail Listserv: The Vice-President updates the membership e-mail Listserv after the membership drive. As new members join the association (outside of the membership drive), they will be added to the e-mail Listserv. Previous members who do not join renew their dues will be removed from the e-mail Listserv.
- Communicating to Membership: Any message that will be sent to the GAE4-HA e-mail Listserv should be approved by the President (or the President-Elect, in absence of the President). The e-mail should be drafted by the appropriate board member and send to the President for approval. This ensures the President is aware of all information before it is shared and prevents any miscommunications. Communication from the District Senior/Junior Directors to their respective membership groups does not need to be approved.
- During the annual membership drive, an early-bird deadline will be established. Anyone submitting their dues by this deadline will be entered into a drawing for a free registration to the state annual meeting/professional improvement conference. One person will be awarded the free registration. A list of five people will be identified, in the event the first person cannot attend the annual meeting, etc.
- During the final business meeting at the annual meeting/professional improvement conference, all registered attendees will be entered into a drawing for a free early-bird registration to the NAE4-HYDP national meeting. Two people will be awarded the free registration. A list of ten people will be identified, in the event the first two people cannot attend the national meeting, etc. The member must be present (in the room) at the time of the drawing to be awarded the free registration.
- At the professional improvement conference, the Professional Development Committee coordinates judging of exhibited educational posters. Using a scoring rubric, a first, second, and third place poster will be identified and awarded the following: first place (\$100), second place (\$75) and third place (\$50).
- All Committees will leave the state annual meeting/professional improvement conference with a written **plan of work**.
- Pizza sales for state congress are handled by Events Coordinator who will rotate each year a different district for the profits to be dispersed.
- State Congress t-shirt will be designed by the GAE4-HYDP president-elect. The Events Coordinator will handle the ordering and distribution of the shirts.
- If \$1,000 interest isn't earned for "Peach of a Profession" scholarship, then GAE4-HYDP will pay the difference from another fund.

Considerations:

- Maintain GAE4-HA website, keep things timely and up to date.
- Timeline of BOD approvals/action plans

