

INDEX
WEAFCS GUIDELINES

Duties of..	Page	Updated
President	2	2009
Vice-President/Editor	2-3	2009
Secretary	3	2009
Treasurer	3-4	2009
Past President or President-Elect	4	2009
Rotation for Committee Chair and Chair-Elect	5	2009
Standing Committee's Chair	5	2009
Standing Committee's Chair-Elect	5-6	2009
Awards and Recognition Committee Chair	6-7	2009
Member Resources Committee Chair	7	2009
Professional Development Committee Chair	8	2009
Public Policy Education Committee	8	2009
District Representative	9	2009
Historian	9	2009
Nominating Committee	10	2009
Finance Review Committee	10	2009
Index of Policies Established by Executive Board	11	2009
Policies Established by Executive Board	12-14	2009
Appendix	15-16	2009

DUTIES OF THE PRESIDENT

1. Call and preside at all WEAFCFS and Executive Board Meetings.
2. Appoint committees and committee replacements in cooperation with the Executive Board. Appoint Historian and Finance Committee annually. Have committee members list included in the "Communique" following the annual meeting.
3. Authorize or approve bills in cooperation with the Executive Board.
4. Prepare reports required by NEAFCS. Send copy of annual report to the Historian.
5. Serve as voting delegate to the NEAFCS Annual Meeting.
6. Complete NEAFCS voting delegate quota in cooperation with the Executive Board. Inform Association membership of official voting delegates.
7. Encourage State Program of Work Committee Chairs to attend and participate in workshops conducted for State Committee Chairs at the NEAFCS Meeting or appoint alternate representatives.
8. Attend NEAFCS Regional Workshop for State Presidents.
9. Invite retired WEAFCFS members to apply for life membership in NEAFCS.
10. Keep honorary members informed of WEAFCFS and NEAFCS meetings.
11. Represent WEAFCFS at all Family Living Educators and Family Living Specialist retirement programs or appoint a representative.
12. Serve as a member of Joint Council of Extension Professionals JCEP Executive Board.
13. Communicate with the Awards & Recognition Chair on the coordination of the WEAFCFS recognition banquet and with the host district on the annual meeting arrangements.
14. Invite guests to WEAFCFS Annual Session.
15. Review By-Laws and Guidelines along with the Past President or President Elect at the beginning of term. Reprint only if warranted.

DUTIES OF THE VICE PRESIDENT\EDITOR

1. In the absence of the President, assume all responsibilities associated with that office.
2. Attend all Executive Board Meetings as a voting member.
3. Attend to all correspondence promptly. Send President a copy of all correspondence.
4. Edit and publish the WEAFCFS newsletter, "COMMUNIQUE," three or four times a year as designated by the Executive Board. The newsletter is sent via e-mail with a copy on the WEAFCFS web page and parcel post. The Executive Board shall give guidance to the content and format of each issue. Send a copy of the "COMMUNIQUE" to:

- WEAFCFS Members
- WEAFCFS Honorary Members /NEAFCS Life Members
- NEAFCS Vice-President of Member Resources
- NEAFCS Central Region Director
- State Director of Family Living Programs
- Historian

5. Coordinate the WEAFCFS web page. Work with Executive Board members to maintain current information on the web page.

6. Post minutes on Web page and send or e-mail notice to membership to inform them of the posting.

7. Assume all other duties as assigned by the President.

DUTIES OF THE SECRETARY

1. Keep accurate minutes of all WEAFCFS and Executive Board Meetings. Send copies of these minutes to Executive Board members and standing committee chair-elect within two weeks following the meeting. Minutes may be sent via e-mail and will be posted on the Web site by the Vice President.

2. Provide minutes of WEAFCFS meetings to WEAFCFS membership at the next WEAFCFS meeting.

3. Keep a permanent file of all WEAFCFS Executive Board and WEAFCFS minutes and transfer to Historical/Archives periodically.

4. In the absence of the President and Vice President, arrange for and call the meeting to order and preside until a chair is chosen.

5. Attend to all correspondence promptly. Send President a copy of all correspondence.

6. Assume all other duties as assigned by the President.

DUTIES OF THE TREASURER

1. Prepare a financial report to be presented at WEAFCFS and Executive Board Meetings.

2. Serve as Ex-officio member of the Finance Committee.

3. Receive money, pay bills upon authorization of the Executive Board or President and render an account of same.

4. Prepare annual budget for WEAFCFS. Present annual budget at Annual WEAFCFS Meeting.

5. Keep the membership files up-to-date and submit to NEAFCS.

6. Maintain State Listserv database.

7. Will prepare a progress and end-of-year report of membership for inclusion in the State Report to NEAFCS by January 1.

8. Send NEAFCS dues and a list of paid membership to NEAFCS treasurer by February 1. Also send a list of members to Historian.

9. Prepare and send copy of membership lists to the Vice President/Editor to post on the Web page.
10. See that the financial records are audited annually.
11. See that WEAFCFS Conference Banquet meal reservations are made in advance and paid for the Friend of Extension, Joan Keup and Ardith Murphy award winners.
12. Serve as a member of the member resources committee. Report all first time members to member resources committee chair.
13. Train incoming Treasurer to use the WEAFCFS financial program (i.e. Quicken).
14. Upon annual maturity, renew certificate of deposit and transfer interest to appropriate accounts.
15. Maintain files for IRS tax identification number and correspond with the IRS in regards to Form 940.
16. Answer all correspondence promptly. Send President a copy of all correspondence.
17. Assume all other duties as assigned by the President.
18. Signature card will include both the Treasurer of the Association and the President.

DUTIES OF PAST PRESIDENT OR PRESIDENT-ELECT

1. Past President and President-Elect serve a 1 year term.
2. President-Elect should become acquainted with the duties and responsibilities of the office of President.
3. President-Elect shall attend the NEAFCS Regional Workshop.
4. Attend all Executive Board Meetings.
5. Appoint a committee of WEAFCFS members to review the By-laws and the Guidelines and make recommendations to the Executive Board every 3-5 years.
6. Chair the nominating committee.
7. Coordinate writing thank-you letters to hospitality companies, exhibitors, speakers, etc., as appropriate following the NEAFCS Annual Meeting.
8. Serve as a member of JCEP Executive Board.
9. Chair the By-laws and Guidelines review committee.
10. Attend to correspondence promptly. Send copies to the President.
11. Assume all other duties assigned by the President.

ROTATION FOR COMMITTEE CHAIR AND CHAIR-ELECT

Chair-elect is elected by the committee members and serves a 1 year term prior to becoming Committee Chair. Committee Chair serves a 2 year term.

	Term beginning in Odd Years	Term beginning in Even Years
Member Resources	Chair-elect	Chair begins
Professional Development	Chair-elect	Chair begins
Awards & Recognition	Chair begins	Chair-elect
Public Policy	Chair begins	Chair-elect

GENERAL DUTIES OF THE STANDING COMMITTEE'S CHAIR

Responsibilities:

1. Serve as a voting member of the WEAFCFS Executive Board.
2. Attend to all correspondence promptly. Send a copy to the President.
3. Meet with committee members to prepare the committee's plan of work. The committee may be divided into sub-committees to work on various projects. Present the plan of work to the WEAFCFS Executive Board. Communicate the committee's plan of work in the *Communique* newsletter.
4. Periodically review committee assignments to insure that all committee members have the opportunity to be involved.
5. Keep members informed by contributing to each issue of the *Communique* newsletter.
6. Keep current information on WEAFCFS web page in coordination with Vice President/Editor.
7. Meet with Chair-elect to review duties, transfer files, and explain the status of the plan of work.

GENERAL DUTIES OF THE STANDING COMMITTEE'S CHAIR-ELECT

Responsibilities:

1. Chair-elect will accept this position for one-year term prior to taking office as chair of that standing committee for the following two years.
2. Assist the chair, possibly serving as recording secretary for the planning session of the committee, chair a specific subcommittee and/or assist the chair in the coordination of all committee activities.
3. Attend the Executive Board Meeting just prior to assuming the office as chair of the committee.
4. Study previous program of work of both WEAFCFS and NEAFCS and develop new approaches for reaching suggested goals in consultation with the present committee chair.

Coordination of Chairperson and Chair-elect Responsibilities

1. Chair will send copies of all correspondence relating to committee to the chair elect and vice versa.
2. Chair and chair-elect will meet to insure the transfer of complete files.
3. Chair and chair-elect will cooperatively develop a timetable of committee activities and major projects to be conducted following the planning session at the annual meeting.
4. Before completion of the term as chair, a short summary of projects undertaken and a final report will be prepared (may serve as committee's annual report) and copies given to the chair-elect, WEAFCs President and Secretary. President will need this report by January 1.

Timetable for Assuming Responsibilities

1. Chair-elect will be selected by respective committee members at their organization and planning meeting during the annual session of WEAFCs.
2. Chair-elect will attend the Executive Board meeting just prior to assuming office as chair.
3. The chair-elect will receive a copy of all WEAFCs Executive Board minutes.
4. Specific duties for chair found under committee heading.

Requirements for Chair-elect

1. Must be an active WEAFCs member and served on that committee one of the last three years.

DUTIES OF AWARDS & RECOGNITION COMMITTEE CHAIR

1. Elected by the Awards and Recognition Committee to serve a 2 year term.
 2. This committee is responsible for coordinating all state and national awards.
 - review guideline process
 - act as link between national and state with regard to awards
 - coordinate application and selection process
 - coordinate recognition at annual awards banquet
 - coordinate publicity for award winners via press releases and displays
 - coordinate sponsorship of any state awards.
 - work with Vice President/Editor to coordinate current applications for awards on WEB page
 3. NEAFCS/WEAFCS Awards: A complete list of NEAFCS awards and application materials can be found at the NEAFCS website at <http://www.neafcs.org/> Click on the Awards Icon. WEAFCs awards can be found at <http://www.uwex.edu/ces/flp/weafcs/awards.cfm>
 4. Coordinate Annual Awards Banquet
- Arrange for award recipients to receive appropriate recognition (certificate, plaque, honorarium) at the awards banquet. Work with host district to prepare awards booklet.

5. Publicity for Awards

- Arrange publicity for Award Winners. Secure from award recipients a picture and a list of mass media to receive the news release. Publicity may be released directly or through UW-Extension. Send notification of awards to appropriate award winners' county officials/stakeholders.
- Arrange for NEAFCS award recipients to be announced in the *Communique* and UW-Extension News.
- Arrange (in cooperation with the WEAFCFS President) appropriate publicity of members who are elected or appointed to offices and chairs of WEAFCFS and NEAFCS.
- Soon after the State and National meetings, send award list and 30 word summaries to the Historian.

6. Other Responsibilities

- A. Prepare a progress and end-of-year report of accomplishments to the WEAFCFS President for inclusion in the State Report to NEAFCS.
- B. Complete all reports and/or questionnaires requested by NEAFCS Awards and Recognition Committee.

DUTIES OF THE MEMBER RESOURCES COMMITTEE CHAIR

1. Elected by the member resources committee to serve a 2 year term.
2. The committee will consist of the WEAFCFS District Representatives, WEAFCFS Treasurer, and other interested members.
3. The Chair will check with the Treasurer at Executive Board Meetings to determine potential members and will contact District Representatives to recruit members.
4. Shall report at Executive Board Meetings on the status of membership and activities of the member resources committee.
5. Will submit the WEAFCFS Membership Renewal Form for publication in the "COMMUNIQUE" in the last quarter of the year - September-December. Maintain current dues form on WEAFCFS web page.
6. Primary role of this Chair/Committee is to recruit members. Invite Family Living Program county faculty and academic staff and Family Living specialists, administrators and other eligible persons to join WEAFCFS.
7. Write a letter of welcome to new University of Wisconsin-Extension *Family Living Program employees*. Explain the objectives of WEAFCFS and encourage them to join WEAFCFS and/or NEAFCS as well as related professional organizations.
8. Complete all reports and/or questionnaires required by the NEAFCS Member Resource Vice-President.
9. Maintain the WEAFCFS information on WEAFCFS Website
10. Maintain a list of honorary/lifetime members and invite them to appropriate function of the Association.
11. Recognize new members at the Annual Meeting.
12. Coordinate marketing for WEAFCFS.
13. Concentrate on issues related to diversity issues and special interest groups.

DUTIES OF THE PROFESSIONAL DEVELOPMENT COMMITTEE CHAIR

1. Elected by the Professional Development Committee to serve a 2 year term.
2. Meet with the WEAFCFS Professional Development Committee members during the year to prepare the Program of Work. The Committee may be divided into sub-committees to work on various projects.
3. Periodically review the committee assignments to insure that all members have the opportunity to be involved in committee activities.
4. Keep WEAFCFS members informed by contributing to each issue of the WEAFCFS newsletter, *Communique*.
5. Prepare a progress and end-of-year report of accomplishments to the WEAFCFS President by January 1, for inclusion in the State Report to NEAFCS.
6. Complete all reports and/or questionnaires requested by the NEAFCS Vice President for Professional Development.
7. Serve as a member of the JCEP Executive Board and also serve as a member of the JCEP Annual Conference Planning Committee.
8. Coordinate with other professional associations in the areas of family & consumer sciences.
9. Coordinate with Family Living Programs to jointly sponsor professional development opportunities where appropriate.
10. Support and share research and studies opportunities of all members.

DUTIES OF THE PUBLIC POLICY EDUCATION COMMITTEE CHAIR

1. Elected by the Public Policy Education Committee to serve a 2 year term.
2. The Committee shall initiate and carry out a program designed to:
 - educate WEAFCFS members about their role and responsibilities in public policy issues.
 - encourage members to keep informed of public policy issues.
 - keep members informed of pending legislation.
 - provide expert witness for informational purposes only on appropriate public policy issues on behalf of WEAFCFS.
 - promote the Public Issues Leadership Development Conference.
3. Keep WEAFCFS members informed by contributing to WEAFCFS newsletter, *Communique*.
4. Prepare a progress and end-of-year report of accomplishment to the WEAFCFS President by January 1, for inclusion in the State Report to NEAFCS.
5. Complete all reports and/or questionnaires requested by the NEAFCS Public Policy Vice-President.

DUTIES OF THE ASSOCIATION DISTRICT REPRESENTATIVE

The state is divided according to State CE administrative districts for the purposes of promoting the objectives of the organization. The WEAFCS District Representative shall be elected annually by the members of WEAFCS in each respective district. There is no limit on the number of terms an individual may hold this office.

The Association District Representative shall:

1. Serve as WEAFCS District Representative for all WEAFCS business within the District.
2. Provide opportunity for WEAFCS members in district to meet once or twice a year for Association business.
3. Serve as liaison between the District and the WEAFCS Executive Board. District Representatives are to attend Executive Board meetings.
4. As a member of the Executive Board the District Representatives have voting rights at Board meetings.
5. Submit news from the District to the *Communique* newsletter upon request from the WEAFCS Vice-President and/or Member Resources Chair.
6. Serve on the WEAFCS Member Resources Committee.
7. In case of death of a WEAFCS member, notify the President immediately, who will confer with the Executive Board regarding a memorial.
8. In April, notify the Member Resources Chair of members who have retired.

DUTIES OF THE HISTORIAN

1. The Historian will be appointed by the President.
2. Keep an up-to-date record of all significant activities of WEAFCS. Pass all historical records on to successor for permanent filing.

These records should include:

- A. Number of members each year
 - B. Award winners each year
 - C. WEAFCS Officers by years
 - D. NEAFCS Officers from Wisconsin by years
 - E. NEAFCS Committee Chair and members from Wisconsin by years
 - F. Communique
 - G. Copy of the NEAFCS Program of Work and the annual State Report to NEAFCS.
3. Write a yearly report which shall be submitted to the President. One copy shall be filed in the Historian's file.
 4. Present an oral report at the Annual Meeting.

DUTIES OF THE NOMINATING COMMITTEE

1. Prepare a slate of officers; candidates shall be presented for each office. Consider the individual's ability, experience and interest in WEAFCFS and NEAFCS. Nominees for the office of President-elect shall have had recent experience on the WEAFCFS Executive Board.
2. The officers to be elected by year will be:

Even numbered years:	Treasurer
	Vice-President/Editor
Odd numbered years:	Secretary
	President-Elect
Every Year:	District Representative
3. The Chair (President-elect or past President) shall contact the District Representatives for nominations from the districts. It is also advisable to place a notice in the WEAFCFS newsletter, *Communique* so that individual members may submit nominations if they wish.
4. The final selection of candidates will be made by the nominating committee.
5. Secure the consent of the candidates before including them on the slate.
6. Send the slate of candidates and information about each candidate to all members prior to the election by way of e-mail or other appropriate means.
7. Elections must be held before the Annual Meeting. The committee shall prepare the ballots and send via e-mail to all paid members.
8. Following the election the Chair shall prepare a complete report of the committee's activities. Give one copy to the President, one copy to the Secretary, and include one in the committee file which is forwarded to the next committee chair. Inform candidates of election results.
9. A nominations file will be maintained by the President-Elect/Past President.

DUTIES OF THE FINANCE REVIEW COMMITTEE

1. Committee consists of three members who serve alternating three year terms. Members are appointed by the President. The immediate past-treasurer will serve on finance review committee for a 2 year term.
2. Committee conducts annual audit using "Guidelines for Conducting the WEAFCFS Financial Review." Member with the longest committee tenure serves as the chair during their last year on the committee. (Treasurer is excluded from the Review committee).
3. Treasurer is an ex-officio member of the committee.

Treasurer obtains recommendations from executive committee chairs regarding their financial needs for the forthcoming financial year. (Status/use of the budgeted money for their committee should be shared and used as a basis for discussion and setting the amounts).

Treasurer presents findings to committee, including expected dues/income, executive board expenses, national dues, etc.
4. Send copies of the financial review report to the Executive Board members.

INDEX – Policies Established by the WEAFCFS Executive Board

1. Membership for Program of Work Committees
2. Leave of absence - membership
3. WEAFCFS Annual Meeting
 - a. Host district
 - b. Responsibilities
 - c. Time and place of Meeting
 - d. Invitation to new faculty
4. NEAFCS Annual Meeting
 - a. Voting delegates
 - b. Funds for voting delegates
 - c. Funds for honorees
 - d. County policy on NEAFCS expense
5. WEAFCFS Honorary Members
6. NEAFCS Life Members
7. Regional Workshops
8. Memorial for deceased members
9. Awards
 - a. Certificates
 - b. DSA
 - c. Friend of WEAFCFS
 - d. WEAFCFS Awards to volunteers and para-professionals
10. Members who leave the Association
11. Membership dues
12. Election rotation of officers
13. Donation requests
14. JCEP representatives

POLICIES ESTABLISHED BY THE EXECUTIVE BOARD

1. All members are encouraged to serve on a Standing Committee. Members shall have opportunity to indicate their preference. Assignments will be made for the next calendar year prior to the Annual Meeting so that committees can meet at the Annual Meeting to make plans for the coming year. The Chair-elect will be appointed at the Annual Meeting (according to the rotation) and will assume chair the following Annual Meeting.

2. Membership shall be encouraged and facilitated during a member's leave of absence. The District Representative or member shall provide the new address of such a member to the WEAFCFS Treasurer. The WEAFCFS Treasurer shall send dues notices to such members at the same time as notices are sent to working members.

3. WEAFCFS Annual Meeting

a. Host district will rotate responsibilities every 5 years (or the number of years = the number of districts):

- Western – 2009
- Northern – 2010
- Southern and Quad – 2011
- Eastern –2012
- Central - 2013

b. Host districts are responsible for: awards banquet coordination, banquet emcee, and entertainment.

c. Time and place of meeting to be determined by the JCEP.

d. New Extension faculty who are eligible for membership in WEAFCFS are invited to attend the Annual Meeting to become involved in committee work and other activities of the Association.

4. NEAFCS Annual Meeting

a. Voting Delegates

The following officers to serve as voting delegates to NEAFCS annual session, including the regional meeting, in this order.

- | | |
|--------------------|--------------------|
| 1. President | 5. Secretary |
| 2. President-Elect | 6. Past President |
| 3. Vice-President | 7. Member at large |
| 4. Treasurer | |

b. Distribution of WEAFCFS Expense Funds for voting delegates at NEAFCS. Reimburse voting delegates each \$250.00.

c. Distribution of WEAFCFS Funds to NEAFCS Honorees. Funds to be included in proposed budget for NEAFCS Award Winners. The award is to be used to offset expenses incurred for attendance at the National Meeting. The number of DSA and Continued Excellence is dependent upon membership numbers as determined by NEAFCS guidelines.

Recipients of Distinguished Service Award and Continued Excellence will receive a \$200.00 cash award at the WEAFCFS Award Banquet following the NEAFCS award ceremony if they attend the National Convention to receive the award. DSA and Continued Excellence award winners will continue to receive flowers at the National meeting, no gifts. Policy effective with 1997 award winners.

National award winners from our membership only, with the exception of Continued Excellence and Distinguished Service Awards, will receive \$50.00 if they attend the NEAFCS Annual Meeting to receive the award.

d. WEAFCFS will not become involved in decisions or judgments relative to county policy on national meeting expense.

5. WEAFCFS Honorary Member - Any WEAFCFS member who retires with 10 or more years of service will be considered as an Honorary Member. An Honorary Member does not pay dues. Honorary members will receive the WEAFCFS *Communique* newsletter. They may also attend the Annual Meeting of WEAFCFS. Honorary members will be recognized at the state meeting in the year they retire with a certificate and subscription to the state's organization newsletter.

6. NEAFCS Life Member - Any WEAFCFS member who has been a member of NEAFCS for at least 10 years will be granted life membership upon payment of a one time fee (three times active member dues). Subscriptions to NEAFCS publications available at an additional fee.

7. Regional Workshops

WEAFCFS President attends the NEAFCS Regional Workshop annually. The President-Elect will be the second delegate. Money will be budgeted to help defray costs of President-Elect.

8. In case of the death of a WEAFCFS member, the Executive Board shall determine an appropriate amount to be given to the WEAFCFS Awards Fund in memory of the deceased member.

9. Awards:

a. Beginning in 1987 all WEAFCFS award winners and national nominees will receive a uniform certificate designating them as award winners.

b. WEAFCFS members having paid the current year dues while on official University of Wisconsin – Extension (UWEX) study leave to be enrolled as graduate students shall have this period of time considered as official active full-time status to be included in the length of service time for NEAFCS Distinguished Service Award.

c. "Friend of WEAFCFS" award recipients will receive a plaque. Banquet tickets will be offered to each recipient. Additional tickets for guests will be the expense of the recipient.

d. Volunteer and para-professional award recipients will receive a certificate and check. Banquet tickets will be offered to each award recipient. Additional tickets for guests will be at the expense of the recipient.

10. Members will not be reimbursed for dues when they leave WEAFCFS and/or NEAFCS-

11. Membership dues will be determined by the annual budget process in accordance with NEAFCS membership dues.

12. Election Rotation of Officers

Officers will be elected via e-mail prior to the annual meeting and take office at the end of the Annual Meeting in spring of the same year.

Officer Position Elected

President-Elect - Odd number years

Vice President - Even number years
Secretary - Odd number years
Treasurer - Even number years
President - Takes Office Even number years

13. Donation requests will be considered by the Executive Board. Only those requests that parallel WEAFCs objectives will be considered for financial support. Monies for donations will be taken from the operating budget, scholarship budget and/or savings accounts. (***) appropriate budget(s) to be determined)

14. WEAFCs representatives to the JCEP Executive Board shall be the President, President-Elect/Past President, and Professional Development Chair (will also serve on the JCEP Annual Conference Planning Committee).

Appendix

WEAFCS MOTION

I Move That:

Passed

Defeated (Signature)

Date: Second:

WEAFCS MOTION

I Move That:

Passed

Defeated (Signature)

Date: Second:

WEAFCS EXPENSE VOUCHER

Send to: WEAFCFS President

Pay to:

Address:

WEAFCS President Signature:

Committee or Account:

EXPENSE (Itemize all expenses):	TOTAL \$
Total Expenses:	\$

Attach Receipts or Bills Submitted by:

Date Paid: _____ Date Submitted: _____ Check #: _____

WEAFCS EXPENSE VOUCHER

Send to: WEAFCFS President

Pay to:

Address:

WEAFCS President Signature:

Committee or Account:

EXPENSE (Itemize all expenses):	TOTAL \$
Total Expenses:	\$

Attach Receipts or Bills Submitted by:

Date Paid: _____ Date Submitted: _____ Check #: _____