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**WEAFCS GUIDELINES**

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## **DUTIES OF THE PRESIDENT**

1. Call and preside at all Association and Executive Board Meetings.
  
2. Appoint committees and committee replacements in cooperation with the Executive Board. Appoint Historian and Finance/Audit Committee annually. Have committee 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 WEAFCs members to apply for life membership in NEAFCS.
  
10. Keep honorary members informed of WEAFCs and NEAFCS meetings.
  
11. Have members update their Biographical Sketches annually. Transfer to the Historian all Biographical Sketches of members leaving employment.
  
12. Write a letter of welcome to new University of Wisconsin-Extension employees with family & consumer sciences degrees. Explain the objectives of the Association and encourage them to join WEAFCs as well as related professional organizations.

13. Write letters of appreciation for services rendered to the Association to all members resigning from Extension.

14. Represent WEAFCFS at all Family Living Educators and Family Living Specialist retirement programs or appoint a representative.

15. Serve as a member of Wisconsin Extension Association of Extension Professionals (WAEP) Executive Board.

16. Communicate with the Awards & Recognition Chair on the coordination of the WEAFCFS recognition banquet and with the host district on the annual meeting arrangements.

17. Invite guests to WEAFCFS Annual Session.

18. Review By-Laws and Guidelines along with the Past President or President Elect at the beginning of term. Reprint only if warranted.

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#### **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

-- Honorary Members / Life Members

-- NEAFCS Vice-President of Member Resources

-- NEAFCS Central Region Director

-- State Leader of Family Living Programs

-- Historian

5. Coordinate the WEAFCs 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.

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### **DUTIES OF THE SECRETARY**

1. Keep accurate minutes of all Association 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 Association meetings to WEAFCs membership at the next Association meeting.

3. Keep a permanent file of all WEAFCs Executive Board and Association 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.

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### **DUTIES OF THE TREASURER**

1. Prepare a financial report to be presented at Association 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 the Association. Present annual budget at Annual Association Meeting.
5. Keep the membership files up-to-date and submit to NEAFCS.
6. Maintain State Listserv database.
7. Send NEAFCS dues and a list of paid membership to NEAFCS treasurer by February 1. Also send a list of members to Historian.
8. Prepare and send copy of membership lists to the Vice President/Editor to post on the Web page.
9. See that the financial records are audited annually.
10. 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.
11. Serve as a member of the member resources committee. Report all first time members to member resources committee chair.
12. Train incoming Treasurer to use the WEAFCFS financial program (i.e. Quicken).
13. Upon annual maturity, renew certificate of deposit and transfer interest to appropriate accounts.
14. Maintain files for IRS tax identification number and correspond with the IRS in regards to Form 940.
15. Answer all correspondence promptly. Send President a copy of all correspondence.
16. Assume all other duties as assigned by the President.

17. Signature card will include both the Treasurer of the Association and the President.

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**DUTIES OF PAST PRESIDENT OR PRESIDENT-ELECT**

1. President-Elect should become acquainted with the duties and responsibilities of the office of President.
2. President-Elect shall attend the NEAFCS Regional Workshop.
3. Attend all Executive Board Meetings.
4. Chair the nominating committee.
5. Coordinate writing thank-you letters to hospitality companies, exhibitors, speakers, etc., as appropriate following the NEAFCS Annual Meeting.
6. Serve as a member of Wisconsin Association of Extension Professionals (WAEP Executive Board).
7. Review By-Laws and Standing Rules at beginning of each term.
8. Attend to correspondence promptly. Send copies to the President.
9. Assume all other duties assigned by the President.

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**ROTATION FOR COMMITTEE CHAIR AND CHAIR-ELECT**

Annual Meeting 2005

Awards & Recognition (year 1)

Member Resources (Year 2) Elect Chair-elect

Professional Development (year 2) Elect Chair-elect

Public Policy Education (year 1)

Annual Meeting 2004

Awards & Recognition (year 2) Elect Chair-elect

Member Resources (Year 1)

Professional Development (year 1)

Public Policy Education (year 2) Elect Chair-elect

Annual Meeting 2003

Awards & Recognition (year 1)

Member Resources (Year 2) Elect Chair-elect

Professional Development (year 2) Elect Chair-elect

Public Policy Education (year 1)

Annual meeting 2002

Awards & Recognition (year 2) Elect Chair-elect

Member Resources (year 1)

Professional Development (year 1)

Public Policy Education (year 2) Elect Chair-elect

Annual meeting 2001

Awards & Recognition (year 1)

Member Resources (year 2) Elect Chair-elect

Professional Development (year 2) Elect Chair -elect

Public Policy Education (year 1)

Annual meeting 2000

Awards & Recognition (year 2) Elect Chair-elect

Member Resources (year 1)

Professional Development (year 1)

Public Policy Education (year 2) Elect Chair-elect

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## **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.

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## **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, WEAFCFS 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 WEAFCFS.
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 WEAFCFS Executive Board minutes.
4. Specific duties for chair found under committee heading.

#### Requirements for Chair-elect

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

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### **AWARDS & RECOGNITION COMMITTEE CHAIR**

1. 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.

2. NEAFCS/WEAFCS Awards:

NEAFCS/Greenwood Fellowship  
 NEAFCS/Grace Frysinger Fellowship  
 NEAFCS Extension Educator of the Year  
 Continued Excellence Award  
 Distinguished Service Award  
 Florence Hall Award  
 New Professional Award  
 Para-Professional Award  
 Dean Don Felker Financial Management Award  
 Mary W. Wells Memorial Diversity Award  
 Environmental Education  
 Program Excellence in Research  
 Extension Housing Outreach  
 Early Childhood Care Training Award  
 Food Safety Award  
 SDA Clean Homes...Healthy Families Award  
 Healthy Lifestyles Education Grant  
 Excellence in 4-H After School Programming  
 Marketing Package  
 Community Partnership  
 Communication Awards  
   Newsletter  
   Written News  
   Radio  
   Television  
   Internet Educational Technologies  
   Educational Technology  
   Educational Curriculum Package  
   Educational Publications

WEAFCS Awards:

WEAFCS Scholarship  
 Marlys Richert "Rookie" Award  
 Mid Career Award  
 Team Effort Award  
 Joan Keup Memorial Award for Extension Para-Professionals  
 Ardith Murphy Memorial Award for Extension Volunteers  
 Rosalie Powell Memorial Financial Management Award  
 Friend of WEAFCs Award  
 First Timers Award  
 Public Issues/Leadership Development Conference scholarship

Any other awards sponsored by NEAFCS/WEAFCS. National Award Applications are found in the NEAFCS Awards Manual. WEAFCs award guidelines are found on the [WEAFCS web page](#). Work with Vice President/Newsletter to coordinate current applications for awards on WEB page.

3. 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.

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#### 4. 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 Cooperative Extension Newsletter 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 with 50-word summary to the Historian.

#### 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.

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### **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. Will prepare a progress and end-of-year report of membership for inclusion in the State Report to NEAFCS by January 1.
8. Complete all reports and/or questionnaires required by the NEAFCS Member Resource Vice-President.
9. Maintain the Family Living Program mentor/mentee listing from the Program Leader.
10. Maintain the WEAFCFS information on WEAFCFS Website
11. Maintain a list of honorary/lifetime members and invite them to appropriate function of the Association.
12. Maintain the file of computerized biographical sketches for all active members. Annually review the file with the Department of Family Development Chair to remove any persons who have retired or resigned.
13. Recognize new members at the Annual Meeting.
14. Coordinate marketing for the Association.
15. Concentrate on issues related to diversity issues and special interest groups.

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**DUTIES OF THE PROFESSIONAL DEVELOPMENT COMMITTEE CHAIR**

1. 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.

2. Periodically review the committee assignments to insure that all members have the opportunity to be involved in committee activities.
3. Keep WEAFCS members informed by contributing to each issue of the WEAFCS newsletter, *Communique*.
4. Prepare a progress and end-of-year report of accomplishments to the WEAFCS President by January 1, for inclusion in the State Report to NEAFCS.
5. Complete all reports and/or questionnaires requested by the NEAFCS Vice President for Professional Development.
6. Serve as a member of the Wisconsin Association of Extension Professionals (WAEP) Executive Board and also serve as a member of the Wisconsin Association of Extension Professionals (WAEP) Annual Conference Planning Committee.
7. Coordinate with other professional associations in the areas of family & consumer sciences.
8. Coordinate with Family Living Programs to jointly sponsor professional development opportunities where appropriate.
9. Support and share research and studies opportunities of all members.

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**DUTIES OF THE PUBLIC POLICY EDUCATION COMMITTEE CHAIR**

1. The Committee shall initiate and carry out a program designed to:
  - educate WEAFCS 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 WEAFCS.
  - promote the Public Issues Leadership Development Conference.

2. Keep WEAFCS members informed by contributing to WEAFCS newsletter, *Communique*.
3. Prepare a progress and end-of-year report of accomplishment to the WEAFCS President by January 1, for inclusion in the State Report to NEAFCS.
4. Complete all reports and/or questionnaires requested by the NEAFCS Public Policy Vice-President.

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**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

1. Distinguished Service Award
2. Continued Excellence Award
3. Florence Hall Award
4. NEAFCS Awards
5. WEAFCS Scholarship
6. WEAFCS Joan Keup, Ardith Murphy, Rosalie Powell Memorial Awards
7. Communication Awards
8. Mid Career Award
9. Friend of WEAFCS Award
10. Others

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. Transfer the Biographical Sketch sheets upon the termination of membership. These sheets become a part of the permanent record with the Historian. If a member rejoins WEAFCs the Biographical Sketch will be transferred back to the President.

4. Write a yearly report which shall be submitted to the President. One copy shall be filed in the Historian's file.

5. Present an oral report at the Annual Meeting.

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**DUTIES OF THE NOMINATING COMMITTEE**

1. Prepare a slate of officers; two candidates shall be presented for each office. Consider the individual's ability, experience and interest in WEAFCs and NEAFCS. Nominees for the office of President-elect shall have had recent experience on the WEAFCs 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 WEAFCs 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. Information about each candidate is found on the web based biographic sketch files.

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.

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#### **DUTIES OF THE AUDIT/FINANCE 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/audit committee for a 2 year term.

2. Committee conducts annual audit using "Guidelines for Conducting the WEAFCFS Annual Audit". Member with the longest committee tenure serves as the chair during their last year on the committee. (Treasurer is excluded from the audit 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 audit report to the Executive Board members.

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#### **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 Association 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 Association 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. Direct concerns of the District to the WEAFCS Vice-President. District Representatives are invited to attend Executive Board meetings.
4. Submit news from the District to the *Communique* newsletter upon request from the WEAFCS Vice-President and/or Member Resources Chair.
5. Serve on the WEAFCS Member Resources Committee.
6. In case of death of a WEAFCS member, notify the President immediately, who will confer with the Executive Board regarding a memorial.
7. In April, notify the Member Resources Chair of members who have retired.

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**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 the 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 WEAFCS Treasurer. The WEAFCS Treasurer shall send dues notices to such members at the same time as notices are sent to working members.

3. WEAFCS Annual Meeting

a. Host district will rotate responsibilities:

West - 2010

North - 2011

Southern - 2006

Southeast - 2007

Northeast - 2008

Central - 2009

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

c. Time and place of meeting to be determined by the Wisconsin Association of Extension Professionals (WAEP).

d. New Extension faculty who are eligible for membership in WEAFCS 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
2. President-Elect
3. Vice-President
4. Treasurer
5. Secretary
6. Past President
7. Member at large

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 judgements relative to county policy on national meeting expense.

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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 the Association 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

WEAFCS 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 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 the Association.

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

13. Donation requests will be considered by the Executive Board. Only those requests that parallel WEAFCFS 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. WEAFCFS representatives to the Wisconsin Association of Extension Professionals (WAEP Executive Board) shall be the President, President-Elect/Past President, and Professional Development Chair (will also serve on the WAEP Annual Conference Planning Committee).

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**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:

<b>EXPENSE (Itemize all expenses):</b>	<b>TOTAL \$</b>
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:

<b>EXPENSE (Itemize all expenses):</b>	<b>TOTAL \$</b>
Total Expenses:	\$

Attach Receipts or Bills Submitted by:

Date Paid: \_\_\_\_\_ Date Submitted: \_\_\_\_\_ Check #: \_\_\_\_\_

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## **WEAFCS & DEPARTMENT OF FAMILY DEVELOPMENT BIOGRAPHICAL INFORMATION**

The computerized biographical information is an innovation that is extremely efficient for both of our organizations. Whether you need your own information or need to access someone else's information for professional reasons, the computerized biographical files will allow you to use YOUR time more efficiently. Following are some suggestions on how these files can be used:

- Use as biographical data for elected officers within each organization and within UWEX.
- Use for publicity regarding awards and achievements.
- Use as a way to keep your own professional resume records current.
- Use as a source of information for retirement.
- Use by mentors as a way to assist new faculty and staff in how to use the Wisc World computer system and in starting their career in UW-Extension by assuming this professional responsibility.

Please update your personal bio file in December when association membership is due.

A blank bio form is available on the computer for new members to complete. [Click here to update your bio info.](#)

Attached are instructions for completing a blank form, downloading an existing form, editing an existing form, and uploading your completed form.

All questions regarding the biographical form should be addressed to the Member Resources Chair of WEAFCs or the Department of Family Development Chair.