

# AAE4-HA Handbook



Approved: May 25, 2021

# CONSTITUTION

## ARKANSAS ASSOCIATION OF EXTENSION 4-H AGENTS



### ARTICLE I - NAME

This organization shall be known as the Arkansas Association of Extension 4-H Agents. Its existence will be perpetual. It shall be a non-profit organization.

### ARTICLE II - INSIGNIA

The official Insignia and pin of this organization shall be the standard four-leaf clover design.

### ARTICLE III - PURPOSE AND OBJECTIVES

SECTION 1. The primary purpose of the Arkansas Association of Extension 4-H Agents is to promote the profession of Extension 4-H youth work in Arkansas and to encourage professional improvement among all Extension personnel.

SECTION 2. The objectives of this organization shall be:

- a. To promote and improve the welfare and professional status of its members.
- b. To encourage professional improvement through all available educational opportunities.
- c. To increase interest in Extension 4-H Youth Development work as a career.
- d. To provide for exchange of ideas, methods, and techniques with the professional organizations in the Extension fields, and other professional youth organizations.
- e. To promote cooperation among all Extension personnel.
- f. To strengthen communications with Extension administration.

### ARTICLE IV - MEMBERSHIP

SECTION 1. Membership in the Association is open to all professional, county, area, state staff members, and paraprofessionals such as 4-H Program Assistants of the Arkansas Cooperative Extension Service who work with the 4-H Youth Development Program regardless of race, color, national origin, religion, gender age, disability, marital or veteran status, genetic information, gender identity, sexual orientation, or any other legally protected status. Affiliate membership is available to other youth development professionals, former NAE4HYDP members and NAE4HYDP donors and supporters.

SECTION 2. All former active members who have retired shall be eligible for life membership. Life membership consists of all rights and privileges of an active member.

SECTION 3. The Association recommends that its members continue or obtain membership in other Extension associations for which they are eligible.

SECTION 4. Charter members in this Association should be those members that joined the Association through July 1, 1975.

#### ARTICLE V - OFFICERS

SECTION 1. The officers of this Association shall be: the President, President-Elect, Vice-President, Secretary and Treasurer.

SECTION 2. All officers shall be elected annually, except the Secretary and Treasurer, at the annual meeting and shall serve only one consecutive term in any office, or until their successors are duly elected and qualified. The terms of the Secretary (elected during even numbered years) and Treasurer (elected during odd numbered years) shall be for a two-year period, elected in alternate years. If an officer resigns after being duly elected, a special meeting of the Board of Directors shall be called by the President and/or two members of the Executive Committee to fill this vacancy.

SECTION 3. The Arkansas Association of Extension 4-H Agents shall be divided into the same number of districts as the Arkansas Cooperative Extension Service's districts with the addition of one, this being the State Office. Area specialists or agents who are Association members shall be considered in the district in which their headquarters are located.

#### ARTICLE VI - EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS

SECTION 1. The Executive Committee shall consist of the officers of the Association plus the Past President.

SECTION 2. The Board of Directors shall consist of the Executive Committee and District Vice-Presidents, elected for a two-year term. The appointed chairmen of the standing committees as outlined in the bylaws and the conference coordinators will serve as non-voting members of the Board of Directors. Each district will be allowed one District Vice-President and one Assistant District Vice-President. If a District Vice-President is transferred out of their district or otherwise not eligible to hold that position in the district elected, the Assistant District Vice-President will automatically assume the responsibility as District Vice-President and complete the remaining term. There is no limit to the number of times an individual may serve as District Vice-President. The districts will automatically change if Extension districts change.

#### ARTICLE VII - MEETINGS

SECTION 1. This Association shall have at least one annual meeting for the purpose of furthering the objectives of the Association, receiving reports of officers and committees, electing officers and District Vice-Presidents, and transacting any other business that may come before it.

SECTION 2. The Board of Directors shall meet a minimum of one (1) time per year this being prior to the annual meeting and any other meetings of the Board of Directors shall be called by the President.

#### ARTICLE VIII - POWERS

SECTION 1. This Association shall have all the powers usually exercised by educational and service organizations and those that may be specifically authorized by the membership.

SECTION 2. The Association may affiliate with state, regional, national and/or other organizations serving the needs of the Extension workers and Extension Service.

SECTION 3. This Association may delegate some of its powers to the District Vice-Presidents and/or committees to properly and effectively carry out its purposes.

#### ARTICLE IX - QUORUMS

SECTION 1. Those members present at any annual or special meeting of the Association shall be considered a quorum.

SECTION 2. A quorum of the Executive Committee shall consist of not less than three (3) officers.

SECTION 3. A quorum of the Board of Directors shall consist of not less than five (5) voting members.

#### ARTICLE X - LOCATION AND AGENT

SECTION 1. The principal office of the Association shall be located in the U of A Cooperative Extension Service, 2301 South University, Little Rock, and AR 72203.

SECTION 2. The Agent for service shall be 4-H Program Leader, 2301 South University, Little Rock, AR 72203.

SECTION 3. This organization shall have and exercise all the power enumerated in Arkansas Non-Profit Corporation Act and in addition thereto shall have the power to receive gifts of money and property without limitation; to convert any property into cash and to invest and reinvest all sums in its hands; to expand the income or principal of all moneys and property of the organization in carrying out the purposes of its existence.

SECTION 4. No loans shall be made to its officers or District Vice-Presidents. No part of its income may be paid to its members or officers, or District Vice-Presidents

except for reimbursement of expenses in carrying out the purposes of its existence.

#### ARTICLE XI - RATIFICATION AND AMENDMENTS

The Constitution and/or bylaws may be amended by a two-thirds majority vote by those present at any annual or special called meeting of the Association. Proposed changes to the Constitution and/or bylaws shall be submitted in writing to each member not less than five (5) days prior to any annual or special meeting wherein the proposed change shall be submitted to the membership. A proposed amendment shall be read at any annual or special meeting of the Association and must be acted on by the membership at that meeting.

Last update approved on 5/25/2021

# BYLAWS

## ARKANSAS ASSOCIATION OF EXTENSION 4-H AGENTS



### 1. RULES OF ORDER

The rules contained in "Robert's Rules of Order," latest revised edition, shall govern the business meeting of the Association in all cases to which they are applicable.

### 2. ORDER OF BUSINESS

The order of business at all meetings shall be as follows:

1. Call to order
2. Reading of the minutes
3. Financial statement
4. Communications and announcements
5. Reports of officers and committees
6. Unfinished business
7. New business
8. Adjournment

### 3. DUES

SECTION 1: Annual membership dues of this Association shall be \$10 above National Dues for regular and affiliate members. First time member dues are  $\frac{1}{2}$  the state and national dues. Life member dues are one time payment, three times the current active member amount. Dues will be due thirty (30) days before National dues are due.

SECTION 2: The fiscal year of this organization shall be from annual meeting to annual meeting

### 4. COMMITTEES

SECTION 1: Standing committees shall be as follows: President's Council, State Relations Team, Finance & Operations Team, Marketing & Outreach Team, Member Services Team, Professional Development Team, Research & Programs Team, and any others that are deemed necessary to carry on the business of the Association.

SECTION 2: The President shall appoint special committees as needed to perform special tasks and shall be dissolved when tasks are completed.

### 5. NOMINATIONS AND ELECTIONS

SECTION 1: The Nomination Committee shall consist of one representative from each district and two at large members with the immediate Past President serving as chairman.

SECTION 2: Nominations may be made from the floor.

SECTION 3: The Nominating Committee shall present a slate of one officer for the following offices: President-Elect, Vice-President, Secretary and Treasurer.

SECTION 4: Nominations for the offices of President and President-Elect shall be from separate districts.

SECTION 5: Each district will be allowed one District Vice-President and one Assistant District Vice-President. The following districts shall elect District Vice-Presidents in even years: Ozark and Delta. These districts shall elect District Vice-Presidents in odd years: Ouachita and State Office.

## 6. DUTIES OF OFFICERS AND EXECUTIVE COMMITTEE

SECTION 1: President - duties shall be those normally associated with the office and shall have the power to appoint committees, and may call a special meeting of the Association, with the approval of the Board, upon giving due notice to members and specifying the purpose of the special meeting.

SECTION 2: President-Elect - shall be responsible for the program for the annual meeting of the Association, in addition to those duties normally associated with the office.

SECTION 3: Vice-President - duties shall be those normally associated with the office, but shall in addition be the chairman of the Membership Committee and be responsible for membership promotion.

SECTION 4: Secretary - duties are those normally associated with the office and shall include maintaining and updating the permanent file.

SECTION 5: Treasurer - duties are those normally associated with the office and specifically shall keep the financial records of the Association and shall be responsible for the collection of dues and payment of all bills incurred by the Association.

SECTION 6: District Vice-President - assists in determining Association policy, undertakes responsibilities assigned by the President, serves on the Membership Committee, and coordinates district meetings.

SECTION 7: Past President - serves as chairman of the Nomination Committee and coordinates the resources of the Past Presidents.

Last update approved on 3/31/2015



## SECTION 2: LEADERSHIP ROLES

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### **Duties of the President**

The President shall have the duties normally associated with the office. They shall have the power to appoint committees, and may call a special meeting of the Association, with the approval of the Board, upon giving due notice to members and specifying the purpose of the special meeting.  
*Galaxy / Annual Conference (see Section 3)*

### **Annual Board / Membership Meeting held in the spring during Galaxy Conference (if hosted)**

1. Conduct the Annual meeting.
  - a. Review next conference plans. Clarify registration procedures, program goals, and general operation of it.
  - b. Stress policy making features of the Board of Directors.
  - c. Carry out entire agenda including committee reports, adopting budget, etc., to ensure the continued operation of the Association.
  - d. Be sure communication lines and operational procedures are established and clear between all officers, directors, committee chairmen, and all others.
2. Conduct any other Board/Membership Meetings that are scheduled throughout the year in the same manner.

### **Approximately 1 month prior to Annual Meeting – Pre-Conference**

1. Appoint Nominating Committee. The immediate Past President is chairman. See Bylaws on elections.
2. Invite state Extension director and state leaders to the annual meeting as well as any other significant persons.
3. Call meeting of the Board of Directors and committee chairmen to meet at least one day ahead of the annual meeting.
4. Appoint parliamentarian for the annual meeting.
5. Write to committee chairmen reminding them to have reports of accomplishments for the past year ready for the annual meeting.
6. Remind Secretary to have copies of minutes of last annual meeting prepared for everyone.
7. Remind Treasurer to have copies of financial statements ready.

NOTE: Above reports should be in sufficient quantity so that everyone present at the annual meeting can receive a copy.

### **Other Duties**

1. Represent AAE4-HA at any official event.
2. Keep Board members informed.
3. Be prepared to write many letters during the year.
4. Correspond regularly with committee chairmen in order to stay up to date with committee work.
5. Work with liaison people and represent the organization's viewpoint.
6. Assist with the orderly transfer of duties and materials to successor.



7. Keep record of postage and other expenses and submit an itemized bill to the Treasurer at annual meeting.
8. Register for Southern Region Presidents Workshop.

### **Duties of the President-Elect**

The President-Elect shall be responsible for the annual meeting program of the Association, in addition to those duties normally associated with the office.

*Galaxy / Annual Conference (see Section 3)*

1. Assist with the orderly transfer of duties and material to their successor.
2. Keep record of postage and other expenses and submit itemized bill to the Treasurer at the annual meeting.
3. Preside at meeting in the absence of the President.

### **Duties of the Immediate Past President**

The Past President serves as chairman of the Nominating Committee, coordinates the resources of the Past Presidents, and serves as Historian.

*Galaxy / Annual Conference (see Section 3)*

1. Upon becoming the immediate Past President, assist with the orderly transfer of duties to the incoming President.
2. Work closely with the President and Secretary to notify all appropriate parties of the new slate of officers. This includes:
  - a. Other Extension associations including Arkansas Association of Extension Family and Consumer Science and the Arkansas Association of County Agricultural Agents.
  - b. Any other affiliated state or national organization, sponsors, or donors to AAE4-HA.

### **Throughout the Year**

1. This officer should be ready to assist the President in any way the President deems advisable such as special committees, business, representative trips, and otherwise fulfilling the various duties as a director-at-large.
2. Keep a record of postage and other expenses and submit an itemized bill to the Treasurer at the annual meeting.

### **Prior to Annual Meeting**

1. Remind the President to appoint a Nominating Committee. Be prepared to make suggestions for members to serve on it.
2. Send nomination form to all Nominating Committee members.
3. Receive nominations from the committee members.
4. Consult bylaws and constitution.
5. Nominating committee – meet and prepare its reports to the membership of candidates for respective offices.
6. Prepare a ballot for the vote of the membership.
7. Order plaque for outgoing President. The plaque is presented to the President during the Galaxy Conference meeting.

### **Other Duties**

1. HISTORIAN: Immediate Past President serves as Historian. As Historian, the immediate Past President should:
  - a. Write a one or two page brief of the highlights of his or her presidency and place in the file.

- b. See that the other officers place necessary records of proceedings of the Association, committee reports, and so forth in the file.
  - c. Collect articles, annual meeting programs, etc., and compile into a scrapbook to be passed on with other file records. The scrapbook should also contain report material, such as membership, award winners, national meeting highlights, etc.
2. The permanent file of all records (corporation books) and history should be kept by the immediate Past President.
3. Prepare an outline of the current filing system.

### **Duties of the Vice-President**

The Vice-President's duties are those normally associated with the office. In addition, they chair the Membership Committee and are responsible for membership promotion.

*Galaxy / Annual Conference (see Section 3)*

1. Set membership goals.
2. Take responsibility of AAE4-HA property.
3. Make a list of District Vice-Presidents and send to Executive Board members. Include changes that may have resulted from work at the annual conference.
4. Make a list of membership and send to District Vice-Presidents, officers, and news and views chairmen for inclusion in all newsletters.
5. Assist with orderly transfer of duties and material to successor.
6. Keep record of postage and other expenses and submit itemized bill to the Treasurer at annual meeting.

### **September**

1. Write each District Vice-President or a contact in that district, giving them information about the membership effort.

### **October-December**

1. Contact eligible persons and promote membership whenever possible. On appropriate occasions, send information flyer and letter to these persons inviting them to join.
2. Keep Board of Directors informed of state officer list, changes, directors, contact people, etc.

### **Following Membership Drive**

1. Work closely with Treasurer to prepare membership report to be sent to Board of Directors.
2. Update membership handbook and distribute changes at annual conference.
3. Contact current associate members, as well as newly retired Extension workers.

### **Duties of the Secretary**

The Secretary's duties are those normally associated with the office. Term of office is two (2) years, alternating with the Treasurer.

1. The outgoing Secretary shall follow-up on the annual meeting including minutes, correspondence, thank-you letters, committee reports, etc.
2. Record minutes of all meetings of the Association. Email copies to Board of Directors as soon as possible and post to Association webpage. In addition, have copies available for distribution at the annual meeting.
3. Take care of correspondence of the Association; keep correspondence file, which can also be a reference for the new Secretary.

### **Board Meetings**

1. Provide previous annual meeting minutes via email for the Board meeting.
2. Contact committee chairs for copies of the committee's minutes prior to the Annual Board meeting.

*Galaxy / Annual Conference (see Section 3)*

### **Post Conference**

1. Immediately following the annual meeting, make a list of new officers, Board of Directors, committee chairs, chair-elect, and send each one a copy within 30 days. If possible, include both business and home addresses and phone number.
2. Complete all correspondence related to the conference.
3. Bind or put in a folder for permanent filing, all minutes and proceedings for the association year. Including Committee Meeting Reports and a list of all officers, and awards.
4. Keep extra copies of printed material as required by other officers and directors.
5. Assist with the orderly transfer of duties and materials to successor.

### **Duties of the Treasurer**

The Treasurer's duties are those normally associated with the office. Specifically they shall keep the financial record of the Association and shall be responsible for the collection of the dues and payment of all bills incurred by the Association. Term of office – two (2) years, alternating with the Secretary.

*Galaxy / Annual Conference (see Section 3)*

The Treasurer receives and distributes all funds of the Association.

1. The outgoing Treasurer shall follow-up on all bills incurred at the annual meeting.
2. The new Treasurer will secure a fidelity bond, if deemed necessary by the Board, arrange with the selected institution for receiving funds for checking and possible savings account.
3. Request budget estimates from Board of Directors and prepare and present tentative budget for Annual Board meeting.
4. Funds should be banked in the name of the Arkansas Association of Extension 4-H Agents, countersigned by Treasurer's name and office.
5. Consider savings accounts or time certificates for additional income for monies not needed in the active checking account.
6. Prepare and distribute financial report at each Board meeting and at the annual meeting.
7. Sources from which funds will be received:
  - a. Balance on hand from previous year
  - b. Membership dues, received from membership chairman
  - c. Donors
  - d. Fund-raiser
8. All officers and directors representing the Association on official business shall receive reimbursement for their expenses as determined by the Board.
9. Check on the budget expenditures and call the attention of the President or responsible officer if there are any variations from planned expenses.
10. Assist with the orderly transfer of duties and materials to successor.
11. Keep a record of postage and other expenses and submit an itemized bill to the President at the annual meeting.

### **Duties of the District Vice-President**

The District Vice-President assists in determining Association policy, undertakes responsibilities assigned by the President, serves on the Membership Committee, and assists with the state meeting.

The duties of District Vice-President vary from year to year depending on the various programs that the AAE4-HA embarks upon. In general, the following may be applicable to the job of District Vice-President.

*Galaxy / Annual Conference (see Section 3)*

1. Attend and participate in all meetings of the Board of Directors.
2. Recruit members of the Association. Conduct a membership drive once a year to all persons interested in youth work in your district. Consult the monthly Blue Letter and send membership brochure to new staff persons in your district.
3. Take responsibility for the part in the annual meeting on direction of the President and/or President-Elect.
4. The District Vice-President should assist in suggesting names of members in each district to be representatives on each committee prior to the annual meeting and provide the committee chairman with these names. The object is to get members to the annual meeting with a purpose of learning committee function and taking instructions and information back to their district staff persons. A committee representative from each district for each committee should be selected for a two-year term by the committee chairman in consultation with the district director.
5. Assist the Nominating Committee by also suggesting qualified persons for various responsibilities in the Association.
6. Encourage participation at annual conference.
7. Keep record of postage and other expenses and submit an itemized bill to the Treasurer at the annual meeting.

## SECTION 3: COMMITTEES



### STANDING COMMITTEES

**President's Council**; Officers & District Directors  
Organizational Stewardship Committee, Strategic Plan, Futuring,

**State Relations**; chaired by Vice President  
Recruit & Maintain Members, Membership Handbook, Calendar

**Finance & Operations**  
Policy & Resolutions, Legal Affairs, Finance, Audit Financial review, Member concerns, By-laws and Budget

**Marketing & Outreach**  
Public Relations & Information, Fund Development, Other Organizations, Promotion, Brochures, Web Site, Shirts

**Member Services**  
Member Recognition, News & Views, Historian, Morale, Awards, Membership Newsletter

**Professional Development**  
Professional Development, Diversity, Annual Conferences, Training, Retreat, New Agent Orientation, Variety, Spice, Different Paths

**Research & Programs: chaired by District Vice-Presidents**  
Programs. Research & Evaluation, Responsible for advocating, partnering, and sharing specific programs that will assist the membership in the performance of their jobs as 4-H Youth Development Professionals.

<b>Programs Committee Task Force (As of 2015)</b>
After School
Animal Science
Camping and Environmental Education
Communication & Expressive Arts
Diversity
GPS & GIS
Citizenship
Urban Programming
Work Force Development & Career Exploration
Youth in Governance

**Other**

## Nomination, Auditing, and other needs of President

### **GENERAL RESPONSIBILITIES (All Chairpersons)**

1. Read responsibilities as listed in handbook.
2. Secure names of all committee members on your committee at the beginning of year. Work with District Vice-Presidents on securing additional committee members from the current membership list. Contact members prior to conference for suggestions on committee goals, etc.
3. Before annual conference: – review last years' goals and accomplishments
  - review national goals
  - have a committee meeting to:
    - appointment of secretary for committee meeting
    - discuss concerns and possible goals for coming year; decide on one major task (which may be a continuation of previous years' work)
    - establish a plan of action
    - establish dates to accomplish these goals
    - discuss duties for committee members
4. During annual conference:
  - give written committee report to Secretary for inclusion in minutes
  - invite new members to join committee
  - report to total membership at business meeting
  - submit a written committee report to secretary
5. Email committee report and past years' accomplishments to Secretary for distribution at Board meeting.
6. Plan to attend all Board meetings.
7. Throughout the year, check progress of work with committee members.
8. Handle correspondence from national committee.
9. Keep a record of postage and other expenses, submit an itemized bill to Treasurer at annual conference for reimbursement.
10. Use association letterhead for committee correspondence, if possible.
11. Keep folder of important committee correspondence and other information and pass it on to new chairperson at annual conference.
12. Provide a brief report of committee progress including new committee members for all state newsletters.

### **STANDING COMMITTEES**

President's Council; Officers & District Vice Presidents

Organizational Stewardship Committee, Strategic Plan, Futuring, Nominating

### **State Relations: chaired by Vice President**

Recruit & Maintain Members, Membership Handbook, Calendar

The Vice-President shall serve as chairman of this committee. See duties of the Vice-President.

The primary purpose of this committee is to assist with the recruitment of membership of AAE4-HA.

1. Members will include District Vice-Presidents to coincide with Extension districts.

2. Keep the officers aware of each districts situation regarding membership as well as stimulating interest in joining the state association.
3. Receive memberships and forward membership reports and checks to the Treasurer.
4. Distribute membership applications to personnel as needed.
5. Secure associate memberships from retired Extension employees.

### **Finance & Operations**

Team, Policy & Resolutions, Legal Affairs, Finance, Audit

1. Member concerns, By-laws and Budget. Undertake specific responsibilities as designated by the President and/or Board of Directors.
2. Serve as a study and research committee to the Board of Directors on all major policy decisions and thrusts of AAE4-HA.
3. Discuss and prepare recommendations on long-range objectives and proposals for action by the AAE4-HA Board of Directors.
4. Solicit, receive and review resolutions from the membership and develop and present resolutions to the membership for further action.
5. Work with the Association treasurer to develop a proposed budget for the upcoming year to be presented at the annual meeting.

### **Marketing & Outreach**

Public Relations & Information, Fund Development, Other Organizations, Promotion, Brochures, Web Site, Shirts

This committee is charged with the administration of the communicator awards, newspaper awards, and the American Spirit Award programs. All aspects of the public relations and information dissemination of the 4-H program on the 4-H professional should be the responsibility of this committee.

Three major areas are suggested to concentrate committee work.

1. Image – 4-H Professions – 4-H Program – AAE4-HA
  2. Publicity – AAE4-HA New Release – Annual Conference of AAE4-HA
  3. Promotion – 4-H Program – AAE4-HA
2. Image – Study and evaluate periodically the attitudes of the agents doing 4-H work. Recommend to the Board possible disatisfiers of agents perception of job responsibilities and/or county programs.
    - a. Assist district vice presidents work by discussing membership benefits of association with non-members.
    - b. Encourage attendance at annual conference.
  3. Publicity –
    - a. Write news releases of DSA, ASA, 25 Year, and Rookie of the Year Award recipients and state officer elections for release to local media outlets and director's Blue Letter.
    - b. Work closely with state communications staff for information concerning these releases. Committee shall arrange for photographs.
    - c. Submit information of upcoming Annual Association Meeting to state communications office for inclusion in director's Blue Letter (work with President-Elect on the information).
    - d. Write article for state News & Views regarding the above.

#### 4. Promotion –

Prepare a visual exhibit for state and/or national conference which depicts a state or county youth program.

#### **Member Services**

Member Recognition, News & Views, Historian, Morale, Awards, Membership Newsletter DSA, ASA, 25 Year, & Rookie of the Year Awards

1. Distribute criteria, instructions, and applications for each award to membership to solicit nominations for these awards at least one month in advance of the national deadline.
3. Distribute completed application forms to committee members for their input in selection of winners.
4. Order awards for recipients.
5. Mail DSA, ASA, and 25 Year forms to director for his/her recommendations prior to mailing to national committee chairperson.
6. Arrange for presentation of service awards at Annual Galaxy Conference Banquet.

#### Arkansas Hog Call (News and Views)

This is the official publication of AAE4-HA and will be published three times a year with the Arkansas chairperson holding major responsibility for coordination, editing, distribution, and online publishing.

News and Views should:

1. Provide professional improvement to the membership through articles in each issue.
2. Provide information on committee progress to the membership.
3. Provide opportunity for officer communication to the membership.
4. Provide opportunity for members to practice professional improvement skills by contribution of articles for consideration for inclusion.
5. Provide opportunity for exchange of ideas, resources, research information and membership update.
6. Uphold and promote the objectives of AAE4-HA.
7. Responsible for March, August and December newsletters dealing with post annual conference, national conference, and pre-annual conference, respectively.
8. Provide articles to National News and Views.

#### **Professional Development**

Professional Development, Diversity, Annual Conferences, Training, Retreat, New Agent Orientation, Variety, Spice, Different Paths

1. Encourage membership to utilize Journal of Extension.
2. Work with state staff development personnel to continually offer professional improvement opportunities.
3. Submit recommendations for professional improvement seminars at annual Galaxy Conference to Galaxy planning committee.
4. Keep members advised of professional opportunities available including study tours, school exchange programs, etc., through Arkansas News and Views articles.

#### **Research & Programs**



Programs. Research & Evaluation, Responsible for advocating, partnering, and sharing specific programs that will assist the membership in the performance of their jobs as 4-H Youth Development Professionals.

The Programs Committee is responsible for analyzing and showing educational materials, techniques, and methods to assist the membership in the performance of their jobs as professionals in 4-H programming.

1. While assessing areas of concerns relation to Arkansas 4-H programming, the committee members should study all areas that affect the agents – such as volunteers, leadership development, urban/rural work, organization of clubs, management of para-professionals, funding county programs, reporting and/or evaluation to name a few areas. The committee members may also wish to consider review and evaluation of state activities, educational programs, and project materials.
2. Review concerns and goals of each task force from national. Some of these may be pertinent to state concerns.
3. Handle routine correspondence from national committee.

<b>Programs Committee Task Force (As of 2015)</b>
After School
Animal Science
Camping and Environmental Education
Communication & Expressive Arts
Diversity
GPS & GIS
Citizenship
Urban Programming
Work Force Development & Career Exploration
Youth in Governance

**Other**

Nomination, Auditing, and other needs of President

**Auditing Committee**

1. Audit the books of the Treasurer for Annual Conference.
2. A spot check of financial records may be requested by the President or Treasurer at Board meetings.
3. A District Vice-President is usually chairperson of this committee.

**Advisory Committee**

Membership of this committee is appointed by the President. The committee shall consist of interested people who share mutual interests, concerns, and purposes to enhance and promote youth programs. Members appointed should represent:

Administrative Staff

Chairperson of Youth Committee of the Arkansas County Agricultural Agents Association

Chairperson of Youth Committee of the Extension Family and Consumer Science Association.

The members of the Advisory Committee should keep the Board informed of new policies, relationships, and programs that the membership of AAE4-HA should know about. The committee may also help the Board to avoid conflicts with Extension related activities and work. The Board may be able to help with special problems, communication with organizations, and assist these groups in promotion of Extension 4-H and Youth related work.

## **Resolutions Procedures**

### **Position Statement**

Resolutions are serious business. Resolutions adopted by either the Board of Directors or the membership of AAE4-HA become the expression of the total membership. They represent the association's stance on specific items or issues.

*In contrast to recommendations, which are internal items of business.* (Refer to Public Relations and Information Committee). Resolutions, once adopted, reflect the image of the association and its stance on the particular issue with which it deals. Resolutions are the mechanism for communicating this stance to other organizations or individuals. In this respect, resolutions can exert considerable influence and should be considered carefully.

### **Purposes of a Resolution**

1. To express the opinion or policy of a specific group.
2. To serve as a means of support for other groups with similar goals.
3. To reaffirm previously established goals of the group.
4. Resolutions are not to:
  - a. Express thanks to individuals or groups or to congratulate or recognize individual or group achievement.
  - b. Express partisan concerns.
  - c. Commit specific individuals of a group to a specific course of action.

### **Procedure for Handling Resolutions**

1. Resolutions may be brought to the attention of AAE4-HA by: AAE4-HA committees, groups of members or individual members.
2. Resolutions presented to the Association may be:
  - a. Acted on by the membership present at a business meeting of the Association held in conjunction with Annual Conference.
  - b. Returned to the Finance and Operations Committee of AAE4-HA for further study, clarification and/or recommendations, and resubmitted at the next annual meeting, unless action is required in the interim.
3. Resolutions to be discussed and acted upon by the membership at the Annual Conference should be submitted to the Finance and Operations Committee chairman three (3) months prior to the Annual Conference so that the proposed resolution can be shared with the membership via the pre-conference issue of Arkansas Newsletter.
4. Resolutions which are to be voted on by the membership at an Annual Conference will be discussed during the Finance and Operations Committee Meeting at Annual Conference. The Policy and Resolutions Committee will be responsible for assuring that both pro and con viewpoints are adequately discussed when resolutions are presented to the membership.
5. Resolutions should be presented with "whereas" statements establishing the rationale for the resolution prior to the "therefore be it resolved" statement of the resolution. This procedure is strongly recommended for orderly conduct of Association business, this does not preclude the membership from introducing resolutions at any time.

**This procedure is strongly recommended for orderly conduct of Association business, this does not preclude the membership from introducing resolutions at any time.**

# Annual Meeting at Galaxy Conference



## Duties of the President

### Galaxy (if hosted) / Annual Conference

1. Approve or appoint all committee chairs and chairs-elect.
2. Meet with new Board of Directors before leaving annual meeting to:
  - a. Obtain from Secretary a complete list of names, addresses, and phone numbers – both home and business – for all officers, , committee chairmen, and official representatives, such as regional committee chairman or chairman-elect for NAE4-HA.
  - b. See that new members of the Board have a handbook, copies of minutes for the past year, constitution and bylaws, membership list, etc.
  - c. Review responsibilities with and ask each Board member and committee chairman to become familiar with their duties by reading their handbook and correspondence, if any from predecessor.
3. Preside at the pre-conference Board of Directors meeting and appoint an Audit Committee.
4. Preside at the annual meeting.

### Annual Conference Follow-Up

1. Write thank-you letters to all donors, participants, etc. as a result of your being program chairman.
2. Instruct Secretary to contact committee chair to have copies of committee report for subsequent board and association meetings.
3. Contact administration for annual administrative conference, with copies of resolutions and program ideas sent to the chairman of the youth committees in the respective Extension associations.
5. Invite liaison people to subsequent association meetings (item #3 above) if needed or desired.
6. Ask the Treasurer to prepare and present a tentative budget for the July meeting.
7. Plan and distribute agenda for subsequent association meetings.

### Approximately 1 month prior to Annual Conference – Pre-Conference

1. Invite state Extension director and state leaders to the annual meeting as well as any other significant persons.
2. Call meeting of the Board of Directors and committee chairmen to meet at least one day ahead of the annual meeting.
3. Appoint parliamentarian for the annual meeting.
4. Write to committee chairmen reminding them to have reports of accomplishments for the past year ready for the annual meeting.
5. Remind Secretary to have copies of minutes of last annual meeting prepared for everyone.
6. Remind Treasurer to have copies of financial statements ready.
7. NOTE: Above reports to be in sufficient quantity so that everyone present at the annual meeting can receive a copy.

## **Duties of the President-Elect**

The President-Elect shall be responsible for the annual meeting program of the Association.

### **Annual Conference**

1. Consult with President on appointment of chairman to conference committees.
2. Consult the Vice-President in evaluating the past year's annual meeting.

## **Duties of the Vice-President**

### **Annual Conference**

3. Set membership goals.
4. Take responsibility of AAE4-HA property.
5. Make a list of District Vice-Presidents and send to Executive Board members. Include changes that may have resulted from work at the annual conference.
6. Make a list of membership and send to District Vice-Presidents, officers, and news and views chairmen for inclusion in all newsletters.

### **Annual Conference**

1. Copy membership lists, names, and addresses for use of the Registration Committee, Secretary, donors, for sending invitations, etc., and for distribution to the membership at annual meeting.
2. File a copy of the current year's membership list.

## **Duties of the Secretary**

### **Annual Meeting**

1. Cooperate with President-Elect and facility coordinator for record of attendance at the annual meeting.
2. Record proceedings of the annual meeting.
3. Keep record of postage and other expenses and submit an itemized bill to the Treasurer at the annual meeting.

### **Post Conference**

1. Immediately following the annual meeting, make a list of new officers, Board of Directors, committee chairs, chair-elect, and send each one a copy within 30 days. If possible, include both business and home addresses and phone number.
2. Complete all correspondence relating to the conference.
3. Bind or put in a folder for permanent filing, all minutes and proceedings for the association year, including Committee Meeting Report and list of all officers, and awards.
4. Keep extra copies of printed material as required by other officers and directors.
5. Assist with the orderly transfer of duties and materials to successor.

## **Duties of the Treasurer**

### **Annual Meeting**

1. Keep a record of postage and other expenses and submit an itemized bill to the President at the annual meeting.

## **Duties of the Immediate Past President**

### **Annual Meeting**

1. Upon becoming the immediate Past President, assist with the orderly transfer of duties to the incoming President.
2. Arrange with the new President and Secretary so that all appropriate parties are notified of the new slate of officers. This includes:
  - a. Other Extension associations including Arkansas Association of Extension Family and Consumer Science and the Arkansas Association of County Agricultural Agents.
  - b. Any other affiliated state or national organization, sponsors, or donors to AAE4-HA.

### **Throughout the Year**

1. Keep a record of postage and other expenses and submit an itemized bill to the Treasurer at the annual meeting.

### **Prior to Annual Meeting**

1. Remind the President to appoint a Nominating Committee. Be prepared to make suggestions for members to serve on it.
2. Send nominations form to all Nominating Committee members.
3. Receive nominations for the committee members.
4. Consult bylaws and constitution.
5. Nominate committee – meet and prepare its reports to the membership of candidates for respective offices.
6. Prepare a ballot for the vote of the membership.
7. Order plaque for outgoing President.

### **Duties of the District Vice-President**

1. Take responsibility for the part in the annual meeting on direction of the President and/or President-Elect.
2. The District Vice-Presidents should assist in suggesting names of members in each district to be representatives on each committee prior to the annual meeting and provide the committee chairman with these names. The object is to get members to the annual meeting with a purpose of learning committee function and taking instructions and information back to their district staff persons. A committee representative from each district for each committee should be selected for a two-year term by the committee chairman in consultation with the Extension district director.
3. Assist the Nominating Committee by also suggesting qualified persons for various responsibilities in the Association.
4. Encourage participation at annual conference.
5. Keep record of postage and other expenses and submit an itemized bill to the Treasurer at the annual meeting.



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## COMMITTEE MEETING REPORT

Committee Name \_\_\_\_\_

DATE: \_\_\_\_\_

Chairperson(s):

Members:

Goals:

Accomplishments:

Recommendations/Action Items:

## SECTION 4: PROFESSIONAL DEVELOPMENT



### **AAE4-HA ANNUAL MEETING**

The annual meeting of the AAE4-HA is usually held in the spring for three days, Wednesday through Friday during the Arkansas Galaxy Conference. If Galaxy Conference is not hosted then an alternative will be selected.

All members are urged to attend the annual meeting. Participants will enjoy the fellowship and the opportunity to exchange ideas. Members in attendance also have a chance to review the constitution and by-laws of the association and vote on any changes that might be proposed. New officers of AAE4-HA are elected by the attending membership each year at the annual meeting.

### **NAE4HYDP ANNUAL MEETING**

The annual meeting of the NAE4HYDP is usually held in early winter.

The purposes of the annual conference are to:

- Advance the status and encourage the professional improvement of Extension 4-H youth personnel.
- Provide for exchange of ideas, methods and techniques.
- Preview new and/or proposed youth Extension programs.
- Conduct the annual business meetings of the corporation.

The goals of the conference are to:

- Provide an opportunity for self-renewal of individuals.
- Provide incentives and motivation for NAE4-HA members through recognition by peers.
- Provide a forum through which concerns of the members can be discussed and appropriate actions determined.
- Provide a public awareness and visibility opportunity for NAE4-HA and the 4-H profession.
- Provide a vehicle for developing a feeling of unity and teamwork among members, state associations, administrators and NAE4-HA.
- Provide an area in which to honor and express gratitude to the public and individuals who support 4-H.



## **POLICY FOR FINANCIAL ASSISTANCE FOR AAE4-HA MEMBERS AND OFFICERS TRAVEL TO NATIONAL MEETINGS**

### **National Meeting Expenses General Guidelines:**

Eligible AAE4-HA members and officers will receive reimbursement for meeting expenses for national meetings in accordance with the guidelines outlined below and CES Policy Guide: Policy Number: C.E.S.P. 6-3 (Revised: 10-7-2004).

Any AAE4-HA members requesting reimbursement for national meeting expenses eligible for reimbursement by the Vice-President for Agriculture-Extension must first follow the current State Extension Policy for reimbursement from the Vice-President for Agriculture - Extension before applying for reimbursement from AAE4H-A. The actual amount of funds reimbursed by AAE4-HA to individual members for travel expenses to attend a national meeting will depend on the amount budgeted each year for such trips and the availability of funds in the AAE4-HA treasury. No expenses will be reimbursed until the proper documentation is submitted to the AAE4-HA Treasurer.

Funds will only be disbursed to the member after attendance at the meeting and after the CES Out-of-State Travel Form (T.R.A.V.-212) has been returned to the member after being processed by CES. The member must submit to the AAE4-HA treasurer a written request for reimbursement of eligible expenses along with a copy of the CES Out-of-State Travel Form (T.R.A.V.-212), evidence of reimbursement of travel expenses from any other source and receipts for any expenses not reimbursed through the T.R.A.V.-212.

NOTE: If a national meeting listed in this policy is held in Arkansas, an AAE4-HA officer or member requesting reimbursement for travel expenses should submit the appropriate CES travel forms related to in-state travel expenses. Check the CES Policy Manual for the appropriate forms to use in this situation.

The AAE4-HA reserves the right to limit the number of meetings eligible for reimbursement and the level of reimbursement available for each meeting based on the availability of funds. As of February 2007, AAE4-HA will provide reimbursement to eligible members and officers for expenses to attend the following meetings based on the previously stated general guidelines and the specific limitations stated for each trip.

### **FIRST-TIME ATTENDEE REGISTRATION GRANT FOR NATIONAL ASSOCIATION OF EXTENSION 4-H AGENTS (NAE4HYDP) CONFERENCE (Maximum of \$700)**

A grant of \$700 will be paid to one AAE4-HA member who is attending the NAE4HYDP annual conference for the first time. If the member receiving the First-Time Attendee Grant is receiving additional funding from other sources, the amount granted from AAE4-HA shall not exceed the remaining costs of Early-bird registration, transportation, hotel and meals. Optional costs such as those from extra tours or excursions are not to be reimbursed through this grant. To be eligible for the First-Time Attendee Grant, an eligible member must submit a completed application for the

grant to the AAE4-HA President and Treasurer three (3) weeks before the early registration deadline for the NAE4HYDP annual conference.

A First-Time Attendee Grant selection committee, appointed each year by the AAE4-HA president, will review applications for the First-Time Attendee Grant and select the member who will receive the grant two (2) weeks before early registration is due for the NAE4HYDP annual conference. Funds will only be disbursed to the member after attending the conference and after the CES Out-of-State Travel Form (T.R.A.V.-207) has been returned to the member after being processed by CES. The member must submit to the AAE4-HA treasurer a written request for reimbursement of eligible expenses along with a copy of the CES Out-of-State Travel Form (T.R.A.V.-207), evidence of reimbursement of travel expenses from any other source and receipts for any expenses not reimbursed through the T.R.A.V.-207.

#### **REIMBURSEMENT FOR AAE4-HA PRESIDENT'S TRAVEL EXPENSES TO ATTEND THE NAE4HYDP ANNUAL CONFERENCE**

AAE4-HA will provide reimbursement of up to \$600 to the current AAE4-HA president for travel expenses to attend the NAE4HYDP annual conference. If the AAE4-HA president receives funds from other sources to pay for travel expenses to attend the NAE4HYDP annual conference and the total remaining travel expenses after payment from those other sources is less than \$600, the amount reimbursed by AAE4-HA will be the actual remaining amount of eligible travel expenses not paid by other sources.

To receive reimbursement for NAE4HYDP annual conference expenses, the AAE4-HA president must submit a written request to the AAE4-HA treasurer for reimbursement within 60 days of the last day of the conference. The request for reimbursement must be accompanied by the processed CES Out-of-State Travel Form (T.R.A.V.-212) indicating the amount of reimbursement from the Vice-President for Agriculture-Extension, evidence of reimbursement of travel funds from any other source, and copies of receipts for eligible expenses incurred by the president while attending the NAE4HYDP annual meeting that were not reimbursed through the T.R.A.V.-212 or other sources.

#### **REIMBURSEMENT FOR AAE4-HA OFFICERS (OTHER THAN THE PRESIDENT) AND NATIONAL AWARD WINNERS ATTENDING THE NAE4-HA ANNUAL CONFERENCE**

In addition to the president, AAE4-HA will provide travel expense reimbursement to other Association officers (Past-President, President-Elect, Vice-President, Secretary and Treasurer) and national (NAE4HYDP) award winners for travel expenses to attend the NAE4HYDP annual conference. The amount of travel expense reimbursement for each officer or national award winner will depend on the amount budgeted in the AAE4-HA budget for this category and the number of officers and national award winners attending the NAE4HYDP annual conference that year. The total amount budgeted for this category in that year's AAE4-HA budget will be distributed equally among the total number of AAE4-HA officers and national award winners attending the NAE4-HA annual conference that year, with the maximum amount each individual can receive being \$400.

If a AAE4-HA officer or national award winner receives funds from other sources to pay for travel expenses to attend the NAE4-HA annual conference and the total remaining travel expenses after

payment from those other sources is less than the amount allocated by AAE4-HA for that individual, the amount reimbursed by AAE4-HA will be the actual remaining amount of eligible travel expenses not paid by other sources.

To receive reimbursement for NAE4HYDP annual conference expenses, an AAE4-HA officer or national award winner must submit a written request to the AAE4-HA treasurer for reimbursement within 60 days of the last day of the conference. The request for reimbursement must be accompanied by the processed CES Out-of-State Travel Form (T.R.A.V.-212) indicating the amount of reimbursement from the Vice-President for Agriculture-Extension, evidence of reimbursement of travel funds from any other source, and copies of receipts for eligible expenses incurred by the individual while attending the NAE4-HA annual meeting that were not reimbursed through the T.R.A.V.-212 or other sources.

#### **JOINT COUNCIL OF EXTENSION PROFESSIONALS (JCEP) NATIONAL MEETING**

One AAE4-HA member (usually the President-Elect or other officer) will attend the JCEP National Meeting and be eligible to be reimbursed for travel expenses incurred while attending this meeting. The maximum amount that will be allowed for reimbursement of these expenses will be determined annually in the AAE4-HA budget. If the AAE4-HA member attending the JCEP Regional Meeting receives funds from other sources to pay for travel expenses to attend this meeting and the total remaining travel expenses after payment from those other sources is less than the amount budgeted by AAE4-HA for these expenses, the amount reimbursed by AAE4-HA will be the actual remaining amount of eligible travel expenses not paid by other sources.

To receive reimbursement for JCEP Regional Meeting expenses, the AAE4-HA member must submit a written request to the AAE4-HA treasurer for reimbursement within 60 days of the last day of the meeting. The request for reimbursement must be accompanied by the processed CES Out-of-State Travel Form (T.R.A.V.-212) indicating any amount of reimbursement from the Vice-President for Agriculture-Extension or other source of reimbursement and copies of receipts for eligible expenses incurred by the individual while attending the JCEP Regional Meeting that were not reimbursed through the T.R.A.V.-212 or other sources.

#### **JCEP POLICY ISSUES LEADERSHIP DEVELOPMENT (PILD) CONFERENCE**

One AAE4-HA member (usually the President or other officer) will attend the JCEP-sponsored Policy Issues Leadership Development (PILD) Conference and be eligible to be reimbursed for travel expenses incurred while attending this conference. The maximum amount that will be allowed for reimbursement of these expenses will be determined annually in the AAE4-HA budget. If the AAE4-HA member attending the PILD Conference receives funds from other sources to pay for travel expenses to attend this meeting and the total remaining travel expenses after payment from those other sources is less than the amount budgeted by AAE4-HA for these expenses, the amount reimbursed by AAE4-HA will be the actual remaining amount of eligible travel expenses not paid by other sources.

To receive reimbursement for PILD Conference expenses, the AAE4-HA member must submit a written request to the AAE4-HA treasurer for reimbursement within 60 days of the last day of the conference. The request for reimbursement must be accompanied by the processed CES Out-of-

State Travel Form (T.R.A.V.-212) indicating any amount of reimbursement from the Vice-President for Agriculture-Extension or other source of reimbursement and copies of receipts for eligible expenses incurred by the individual while attending the PILD Conference that were not reimbursed through the T.R.A.V.-212 or other sources.

## **CES POLICY ON PROFESSIONAL MEMBERSHIPS**

**The policy on professional memberships from the UA CES Policy Manual is as follows:**

**"INDIVIDUAL** memberships are **NOT** to be paid from fund **14000** under any circumstance. (*Ref: Chapter 3 of Administrative Handbook for Cooperative Extension Work*) **INSTITUTIONAL** memberships **ONLY**, may be paid from F.S.L. (**14000**) funds. Indirect funds can be used for memberships.

*Individual memberships will not be paid if an Institutional membership is offered.\**

*Individual memberships can be considered for payment if the following criteria are met:*

- A. an institutional membership is not offered*
- B. an individual membership fee is less than the institutional\**
- C. the membership compliments the employee's specific job duties*
- D. the membership is required to achieve other benefits desired by the Cooperative Extension Service*

*In the case of the above stated, a letter of justification from the supervisor of the individual requesting the membership should accompany the requisition. The justification should explain the reasoning for purchase of an individual membership and the benefits that will be achieved by C.E.S. in the purchase of the membership.*

**" C.E.S.P. 8-40: Professional Memberships**

### **HOW TO USE INDIRECTS:**

1. Ask your staff chair or a district supervisor to write a letter of justification (can be an e-mail) stating that being a member of this particular professional organization enhances your job capability and is necessary for conducting professional programs in your county.
2. Complete an on-line Purchase Request. You will then receive a Purchase Order Number.
3. Complete a Membership application for the organization. It should include the name of the organization and the amount of the membership dues.
4. Mail the Membership form with the Purchase Order number and the letter of justification to your District Office. The Purchasing Office in Financial Services must have these three documents before they can process your dues application:
  - 1) Dues membership form with name of organization and dues amount
  - 2) Purchase requisition form with purchase order number
  - 3) Justification letter from your immediate supervisor

## SECTION 5: Recognition and Awards



(Current as of January 2022) To be updated annually as posted by NAE4HYDP

### Service Awards

Rookie of the Year (worked less than 3 years)

Achievement in Service Award (3-7 years)

NAE4-HA Distinguished Service Award (7 or more years)

NAE4-HA Meritorious Service Award (15 or more years and must have previously received the NAE4-HA Distinguished Service Award)

NAE4-HA 25 Years of Service Award

### Specialty Awards

1. 4-H Military Partnership Award
2. Beyond Youth Leadership Award
3. Citizenship in 4-H Youth Development Award
4. Denise Miller National 4-H Innovator Award
5. Diversity & Inclusion: Expanding the 4-H Audience Award
6. Educational Technology Award
7. Excellence in 4-H Club Support Award
8. Excellence in 4-H Volunteerism Award
9. Excellence in After-School Programming Award
10. Excellence in Ag Literacy Award
11. Excellence in Animal Science Award
12. Excellence in Camping Award
13. Excellence in Communication and Expressive Arts Award
14. Excellence in Geospatial Programming Award
15. Excellence in Global Citizenship Programming Award
16. Excellence in Healthy Living Programming Award
17. Excellence in Natural Resources/Environmental Education Award
18. Excellence in Peer Professional Development Award
19. Jim Kahler Excellence in Science, Technology, Engineering and Mathematics Award
20. Excellence in Shooting Sports Programming Award
21. Excellence in Teamwork Award
22. Excellence in Urban Programming Award
23. Excellence in Workforce Development Programming Award
24. Greg Yost Memorial Youth in Leadership Award
25. Life Member Award (State winners advance to National Level)
26. Search for Excellence in Teen programming Award
27. Susan Barkman Research and Evaluation Award (State winners advance to National Level)

## Communicator Awards

1. Educational Package (Individual and Team categories)
2. Educational Piece (Individual and Team categories)
3. Exhibit
4. Feature Story
5. Media Presentation
6. News Story
7. Periodical Publication (Individual and Team categories)
8. Personal Column
9. Promotional Package (Individual and Team categories)
10. Promotional Piece (Individual and Team categories)
11. Published Photo
12. Radio/Audio Program
13. Social Media Package/Campaign (Individual and Team categories)
14. Social Media Piece (Individual and Team categories)
15. Video Program

Award applications should be downloaded yearly from the National Web site. With the exception of the Rookie of the Year which is an Arkansas Award only. Rookie application outline is below.

### Arkansas Association of Extension 4-H Agents "Rookie of the Year" Award

Members who have not worked more than three years as of October 1 of the current year may apply. Agents must be a member of AAE4-HA in order to be considered.

Applications should be sent to the chairman of the **Member Services Committee**.

Name:

Title:

Address:

Number of years of service:

List your program accomplishments for the current fiscal year.

What have you done for professional improvement in the past year?

What has been your most rewarding experience in 4-H work within the last year?

## SECTION 6: Publications



### **Journal of Youth Development**

<https://jyd.pitt.edu/ojs/jyd>

New multidisciplinary applied research and practice on-line journal, *Journal of Youth Development ~ Bridging Research and Practice*

### **News and Views**

<http://www.nae4ha.org/directory/newsandviews/default.aspx>

*NEWS & VIEWS* is the official publication of the National Association of Extension 4-H Agents. It is prepared four times a year- January, May, July and October. As a part of one's national membership dues, members receive a yearly subscription.

As the official publication, the purpose of *NEWS & VIEWS* is to support and facilitate the Purpose and objectives of NAE4-HA through communication. *NEWS & VIEWS* can best support and facilitate the Association's objectives as listed below.

1. To encourage professional improvement of all Extension 4-H Youth personnel.
2. To advance the professional status of Extension 4-H Youth personnel.
3. To provide an opportunity for the exchange of ideas, methods and techniques.
4. To promote Extension 4-H Youth work as a career.
5. To strengthen communications within the Association and with Extension Administration.
6. To promote cooperation among all Extension personnel.

### **Arkansas Hog Call (News and Views)**

This is the official publication of AAE4-HA and will be published three times a year with the Arkansas chairperson holding major responsibility for coordination, copy decision, mechanics of publishing, mailing/emailing, and maintaining postal regulations.